



## Receipt Form to University Cashier

This form is to be completed when making payment to the university's cashier. Please complete all sections of this form before submission for processing.

If the payment is a donation, please use a separate "Donation Receiving Form".

### Contact Details

Name: \_\_\_\_\_ Staff / Student ID: \_\_\_\_\_

Faculty / Department: \_\_\_\_\_ Location (Bldg/Rm): \_\_\_\_\_

Phone number / Extension: \_\_\_\_\_

### Payment Details

GST Code	Department Account Number <sup>1</sup>	Natural Code <sup>2</sup>	Reason for payment <sup>3</sup>	Amount	Office Use Only
<b>Total Amount:</b>				<b>\$</b>	

<sup>1</sup>Account number to credit. Operational Account – 8 Digits, Project Account – 7 Digits.

<sup>2</sup>4 digit natural code for the nature of the expense.

<sup>3</sup>Please note that only 20 characters max. can be included in the receipt description.

### Receipt Details

Payer / Receipt made out to: \_\_\_\_\_

Payer address (if required): \_\_\_\_\_

If multiple receipts are required, please submit one form for each payer.

Please contact the Cashier's Office for large volume of payments where multiple receipts are required.

**Date Submitted to Cashiers for processing:** \_\_\_\_\_