|  |  |
| --- | --- |
| Date: | Bag# |
| Department: | Mail Stop: |
| Contact Person: | Reference Number: |
| Telephone: | Receipt Number: |

**EXTERNAL GL CHARTFIELD**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| LINE | Acct Type (31=Rev 22=Exp) | Fund | Agency | Org | Rev Source | Sub Rev Source | Cash | Checks | Wire | MC | VS | AX | DS | Line Totals | CC Totals |
| 1 |  |  |  |  |  |  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 2 |  |  |  |  |  |  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 3 |  |  |  |  |  |  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 4 |  |  |  |  |  |  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 5 |  |  |  |  |  |  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 6 |  |  |  |  |  |  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
| 7 |  |  |  |  |  |  | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 |
|  |  |  |  |  | **Totals** | **$0.00** | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** | $0.00 |

State reason for the deposit on the line number below that corresponds to account numbers used above.

When reimbursing an account with an object code, you must list the Vendor Code used in the original transaction (PV)

|  |  |  |
| --- | --- | --- |
| Line | **DESCRIPTION/PURPOSE** | **VENDOR CODE(if applicable)** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |

Attach additional list if necessary.

Check Detail: List Name, Check Number and Check Amount on a sheet and include as an attachment

Credit Card Detail: List Card Type (VS-Visa, MC-MasterCard, DS-Discover, AX-American Express) Last 4 Digits and Expiration Date. Example: VS 1234 02/14

**Note: This form must be used by all departments on campus that receive funds in their respective locations and must deposit those funds with the Cashier's Office as part of the University's Deposit Policy and Procedure.**