

Money Received Report Instructions

Money Received Reports may be filled out online and printed or printed and hand-processed. Completing the report online and printing is the preferred method.

1. Type or print Name of Person Completing report.
2. Type or print Department submitting report.
3. Type or print Campus Address of person completing report.
4. Type or print Office Phone Number of person completing report.
5. Type or print Date report is being filled out.
6. Person completing report should certify by signing report.
7. Enter date item being deposited was collected.
8. Enter description of item being deposited.
9. Indicate payment type of item being deposited. (CS for cash, CK for checks, or CC for Credit Cards)
10. Enter Fund, Org, Account and Program number for items being deposited.
11. Enter Activity Code if your department is using them for Grant related activity only.
12. Enter dollar amount to be deposited into each FOAP.
13. Enter total amount being deposited.
14. Print 3 copies of Money Received Report.
15. Copies of the Money Received Report and items being deposited should be hand delivered to the Bursar's Office within 24 hours of collecting funds.
16. A receipt along with the 3rd copy of the report will be returned via campus mail after processing.

