



CALIFORNIA INSTITUTE OF TECHNOLOGY

CASHIER DEPOSIT: GENERAL

Mail to: Treasury Services, MC 117-15

This form is used for a deposit not applied to a Customer's Account or an Invoice in Oracle. Please bring TWO copies if you would like a confirmation from the Cashier's window.

1. Date: \_\_\_\_\_ -- \_\_\_\_\_ Month \_\_\_\_\_ Year 2. Requestor: \_\_\_\_\_

3. Phone #: \_\_\_\_\_ 4. Department: \_\_\_\_\_

5. Payment Method: (Please check only one box)

Cash  Checks  Credit Card  Other \_\_\_\_\_

(Do not combine Cash, Check or Credit Card on the same form. Please use separate Cashier Forms for different types of payment)

International Currency or Check: Please do not combine international checks or currency with domestic items.

6. Description: \_\_\_\_\_

7. Itemize amount by Project, Task, Award and Category: (Please use separate Cashier Forms for multiple PTA's or Categories)

Project: \_\_\_\_\_ Amount: \_\_\_\_\_

Task: \_\_\_\_\_ Sales/Use Tax: \_\_\_\_\_

Award: \_\_\_\_\_ Total: \_\_\_\_\_

- Category:  Gift & Endowment  Sponsored Research  Vendor Refund
 Auxiliary Revenue  Reimbursement  Revenue
 Royalty Income  Program Income  Smart Cash
 Patent Royalties Payable  Royalties Payable Holding Account  Intracompany Sales-AUX

HR ONLY:  Reimbursement KS TIAA  Reimbursement LTD Dental Ins  Reimbursement LTD Grp Life
 Reimbursement LTD Med Ins

8. General Ledger Account: (If different from default GL account)

\_\_\_\_\_

PLEASE SEE NEXT PAGE FOR INSTRUCTIONS

9. This portion to be completed by the Caltech Cashier's Office ONLY:
a) Cash Accountant Signature: \_\_\_\_\_
b) Receipt #: \_\_\_\_\_ c) Date: \_\_\_\_\_
d) Comments: \_\_\_\_\_



# CALIFORNIA INSTITUTE OF TECHNOLOGY

## CASHIER DEPOSIT: GENERAL

### INSTRUCTIONS

1. **Date:** The date the form is filled out, and should be in the following order: **day** (2 digits), **month** (3 letter abbreviation) and **year** (4 digits). For example: 02-Mar-2005
2. **Requestor:** The name that the Cashier/Accounting offices should contact for any follow-up questions.
3. **Phone #:** The telephone number or extension of Requestor.
4. **Department:** The department name of Requestor.
5. **Payment Method:** Indicate the type of payment for this deposit. Each type of payment should be on a separate form. Any international currency or checks must be on a separate form from domestic items.
6. **Description:** Describe the purpose of the payment received by Caltech.
7. **Account:** Distribute amount for each Project, Task, Award and Category combination.  
**Amount:** The amount for each combination *not* including Sales/Use Tax.  
**Sales/Use Tax:** Amount if applicable.  
  
**Gift & Endowment:** Donations routed from various Campus departments.  
**Sponsored Research:** Deposits for a specific federal/non-federal sponsored grant or contract. Handled by OSR/Project Accounting.  
**Vendor Refund:** Refunds received from a vendor or contractor.  
**Auxiliary Revenue:** Deposits from Auxiliary sales with or without Sales/Use Tax.  
**Reimbursement:** Payment or refund for reimbursement to the Institute not considered revenue.  
**Revenue:** Deposits from Non-Auxiliaries for sales or service. (ie: conference fees)  
**Royalty Income:** Deposits of royalty checks received from the Office of Technology Transfer.  
**Program Income:** Contact Project Accounting for full description.  
**Smart Cash:** Deposits of money received in advance for future debit card purchases.  
**Patent Royalties Payable:** Inventor's portion of deposit of royalty checks received from the Office of Technology Transfer where the split between the Institute and Inventor(s) is *known*.  
**Royalties Payable Holding Account:** Holding account for deposits of royalty checks received from the Office of Technology Transfer where the split between the Institute and Inventor(s) is *unknown*.
8. **General Ledger Account:** Supply General Ledger account number if different from default account.
9. **This portion to be completed by the Caltech Cashier's Office ONLY:**
  - a) This form is to be signed by a Caltech Cash Accountant as an acknowledgement of the deposit received. Screen prints of the Oracle receipt can also be used as an acknowledgement.
  - b) Receipt number assigned by Caltech Oracle system.
  - c) The date the Caltech Cash Accountant accepts the deposit.
  - d) Any Cashier's Office notes.