

Arizona State University

Departmental Input Receipt

Cashiering Office Copy

Department Name: _____

Date: _____

Reference Nbr: _____

Amount \$

SPN

Speed Type

TOTAL: \$0.00

Method of Payment:

Cash

Check

Deposit ID

TOTAL: \$0.00

Prepared By / Date: _____

To be completed by Cashier Office

Register:

Receipt #:

Arizona State University

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Date: _____

Reference Nbr: _____

Amount \$

SPN

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Check

Deposit ID

TOTAL: \$0.00

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Arizona State University

Departmental Input Receipt

Cashiering Office Copy

Department Name: _____

Date: _____

Amount \$

Speed Type*

Speed Type*

Fund*

Agency/Org/SubOrg

Rev/Exp Code

Function (optional)

Balance Sheet Code

Fund*

Agency/Org/SubOrg

Rev/Exp Code

Function (optional)

Balance Sheet Code

Method of Payment:

Cash

Check

Deposit ID

TOTAL:

\$0.00

TOTAL:

\$0.00

Prepared By / Date: _____

To be completed by Cashier Office

* Please complete Speed Type or Accounting Information not both.

Register:

Receipt #:

Arizona State University

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Speed Type*

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Fund Agency/Org/SubOrg Rev/Exp Code Function (optional) Balance Sheet Code

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Deposit ID

TOTAL: _____ \$0.00

Cash

Check

TOTAL: _____ \$0.00

Prepared By / Date: _____

Using a Departmental Input Receipt

Revised: 03/07/2017

After accessing the Departmental Input Receipt, complete the required fields:

- Departmental Name
- Date
- Reference Nbr: Agency org
- Speed type: SPN
- Amount
- Method of payment
- Total
- Prepared By/Date

Take completed form to your campus cashiering office for deposit processing. Once deposit is made, send a copy of all backup documentation including a copy of the Departmental Input Receipt to CashManagement@asu.edu. Upon receipt and verification of the backup documentation and deposit, Cash Management will transfer the revenue from the TNS0006 account to the account specified on the Departmental Input Receipt.