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 #: ____________________________

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: ____________________________
 Arizona State University

Department Name: ___________________________ Date: ____________

Speed Type* ___________________________

Speed Type* ___________________________


Method of Payment: Deposit ID TOTAL: $0.00
Cash ___________________________
Check ___________________________
TOTAL: $0.00

Prepared By / Date: ___________________________

* Please complete Speed Type or Accounting Information not both.

To be completed by Cashier Office
Register: Receipt #:

 Arizona State University

Department Name: ___________________________ Date: ____________

Speed Type* ___________________________

Speed Type* ___________________________


Method of Payment: Deposit ID TOTAL: $0.00
Cash ___________________________
Check ___________________________
TOTAL: $0.00

Prepared By / Date: ___________________________

* Please complete Speed Type or Accounting Information not both.
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Method of Payment:  
- Cash  
- Check  

TOTAL: $0.00

Prepared By / Date: ________________________________
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.