SAINT MARY'S UNIVERSITY SINCE 1802
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Receipt of Funds Information & Transmittal to Financial Services

Instructions

Describe the source and purpose of the funds.
Fill in the details regarding the funds received including individual payees, amounts, and payment type (cash, cheque, or credit card).
Fill in the accounting information including FOAP and description.
Place cheques, credit card/debit card information, and cash in an envelope and attach to the completed form .
Hand deliver the completed form and enclosed funds to Student Accounts in Financial Services (MM120). Do not send by internal mail.

	dd-mmm-yy
Date	

Department	

The enclosed funds are for:	

Funds Enclosed

Payee Name	Debit $ Amount	Cash $ Amount	Cheque $ Amount	VISA $ Amount	MasterCard $ Amount	AMEX $ Amount	Total $ Amount
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
Total funds enclosed	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

Accounting Information

FOAP Description		Fund (6 digits)	Org (4 digits)	Account (5 digits)	Prog (4 digits)	Amount ($)	Debit Credit
							Credit
							Credit
							Credit
HST (Harmonized Sales Tax)		100000	- - - -	21300	- - - -		Credit
Credit card service fee expense (1)							Debit
Credit card transaction fee recovery (1)		100000	1100	70510	9999		Credit
Grand Total						**$ -**	

(1) Financial Services will calculate and charge a credit card processing fee to credit card transactions for conference registration revenue.

Authorization		
Prepared by (print)	Prepared by (signature)	Date
Departmental authorization (	Departmental authorization (signature)	Date
Receipt Number	Received by Financial Services (signature)	Date Received