

## 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

|             |           |
|-------------|-----------|
| <b>Date</b> | 17-Apr-08 |
|-------------|-----------|

|                   |         |
|-------------------|---------|
| <b>Department</b> | Geology |
|-------------------|---------|

|                                    |  |
|------------------------------------|--|
| <b>The enclosed funds are for:</b> | 5th Annual Canadian Geoscience Conference hosted by SMU Geology Department |
|------------------------------------|--|

### Funds Enclosed

| Payee Name                  | Debit<br>\$ Amount | Cash<br>\$ Amount | Cheque<br>\$ Amount | VISA<br>\$ Amount | MasterCard<br>\$ Amount | AMEX<br>\$ Amount | Total<br>\$ Amount |
|-----------------------------|--------------------|-------------------|---------------------|-------------------|-------------------------|-------------------|--------------------|
| John Smith                  |                    | 113.00            |                     |                   |                         |                   | 113.00             |
| Edith Jones                 |                    |                   | 113.00              |                   |                         |                   | 113.00             |
| Xiang Song                  |                    |                   |                     | 113.00            |                         |                   | 113.00             |
| Ari Gupta                   |                    |                   |                     |                   |                         | 113.00            | 113.00             |
| Bob Sullivan                | 113.00             |                   |                     |                   |                         |                   | 113.00             |
|                             |                    |                   |                     |                   |                         |                   | -                  |
|                             |                    |                   |                     |                   |                         |                   | -                  |
|                             |                    |                   |                     |                   |                         |                   | -                  |
|                             |                    |                   |                     |                   |                         |                   | -                  |
|                             |                    |                   |                     |                   |                         |                   | -                  |
|                             |                    |                   |                     |                   |                         |                   | -                  |
| <b>Total funds enclosed</b> | <b>\$113.00</b>    | <b>\$ 113.00</b>  | <b>\$ 113.00</b>    | <b>\$ 113.00</b>  | <b>\$ -</b>             | <b>\$ 113.00</b>  | <b>\$ 565.00</b>   |

### Accounting Information

| FOAP Description  | Fund<br>(6 digits) | Org<br>(4 digits) | Account<br>(5 digits) | Prog<br>(4 digits) | Amount<br>(\$)   | Debit<br>Credit |
|---|--------------------|-------------------|-----------------------|--------------------|------------------|-----------------|
| Walsh M Geoscience Conference -<br>Registration Revenue | 209998             | 5760              | 56340                 | 9999               | 500.00           | Credit          |
|   |                    |                   |                       |                    |                  | Credit          |
|   |                    |                   |                       |                    |                  | Credit          |
| HST (Harmonized Sales Tax)                              | 100000             | ----              | 21300                 | ----               | 65.00            | Credit          |
| Credit card service fee expense (1)                     |                    |                   |                       |                    |                  | Debit           |
| Credit card transaction fee recovery (1)                | 100000             | 1100              | 70510                 | 9999               |                  | Credit          |
| <b>Grand Total</b>                                      |                    |                   |                       |                    | <b>\$ 565.00</b> |                 |

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

| Authorization  |  |                   |
|--|--|-------------------|
| Prepared by (print)<br><b>June Phillips, Secretary</b>                       | Prepared by (signature)                    | Date<br>17-Apr-08 |
| Departmental authorization (print)<br><b>Dr. Margaret Walsh, Chairperson</b> | Departmental authorization (signature)     | Date<br>17-Apr-08 |
| Receipt Number   | Received by Financial Services (signature) | Date Received     |