CASH & CHECK RECEIPT / DEPOSIT FORM

FLORIDA SOUTHWESTERN STATE COLLEGE

ASSIGNED TO:_____   DATE RECEIVED:_____

Check #	Payor	Amount	Check Date	Index & Account or Student ID	Term	Detail Code	Receipt #	Cashier	Date
<----------LIZZETTE ROMAN COMPLETES COLUMN 'A' THROUGH				PERSON ASSIGNED CHECKS			<------CASHIER ENTERS THIS INFO------>		
WHICH IS THE EXACT SAME INFO IN HER CHECK LOG.				<---COMPLETES COL. 'E' THROUGH 'G.'--->			AFTER DEPOSIT INTO BANNER.		
				IF THE CHECK IS ROUTED IN ERROR,			THIS SHEET THEN RETURNED		
1				THE ORIGINAL PARTY RETAINS A COPY			TO ASSIGNED PARTY (NOT LIZZETTE)		
				OF THIS FORM AND FORWARDS BOTH			FOR FILING. THEIR FILE WILL BE		
				THE CHECKS & ORIGINAL FORM TO THE			THE AUDIT TRAIL SHOWING WHEN		
				CORRECT PARTY.			THE CHECKS WERE POSTED TO THE		
							GENERAL LEDGER. LIZZETTE'S CHECK		
				2			LOG NO LONGER SHOWS THE FOAP		
							DEPARTMENT WHERE THE CHECK		
							WAS POSTED.		
								3	