



# Kennesaw State University

Bursar's Office

## Request for Receipt Book Form

Complete and obtain department head approval.

Submit form to Bursar's Office with picture id to obtain Receipt book.

Receipt book must be kept in a secured location and can only be used for the purpose requested.

All funds collected must be kept secured and submitted daily to the Bursar's Office in person.

Receipt books not used for a period of three (3) months must be returned to the Bursar's Office

Department \_\_\_\_\_

Requested by (please print) \_\_\_\_\_ Extension \_\_\_\_\_

Department Head Approval (print & sign) \_\_\_\_\_

Purpose
_____
_____

*I have read this document and agree to the terms and condition. I acknowledge receipt of the book assigned with numbers from \_\_\_\_\_ to \_\_\_\_\_.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Cashier Signature* \_\_\_\_\_

How to use the Receipt Book						
<p>1 Enter the following fields;</p> <p style="padding-left: 20px;">Date - Date of when funds were collected</p> <p style="padding-left: 20px;">Received from - Indicate full name and /or organization of payee.</p> <p style="padding-left: 20px;">For - Event / Conference or purpose of payment</p> <p style="padding-left: 20px;">By - Name of person receiving the funds (must be legible)</p> <p>2 Distribute as follows;</p> <table style="margin-left: 20px;"> <tr> <td>Original copy -</td> <td>Customer / Student</td> </tr> <tr> <td>Yellow copy -</td> <td>Attach to deposit transmittal</td> </tr> <tr> <td>Pink copy -</td> <td>Remains in book</td> </tr> </table> <p>3 To void a receipt, staple all three copies in the book and write VOID across the front</p> <p>4 Prepare deposit transmittal when needed</p> <p>5 Attach yellow copies of receipts and any backup information available</p> <p>6 Bring receipt book along with the deposit to the Bursar's Office</p> <p>7 Cashier will verify the money and sign off on the pink copy in the receipt book</p> <p>8 Once receipt book is used or no longer needed, return the book to the Bursar's Office</p> <p style="padding-left: 20px;">If another receipt book is required, a new request form must be submitted.</p>	Original copy -	Customer / Student	Yellow copy -	Attach to deposit transmittal	Pink copy -	Remains in book
Original copy -	Customer / Student					
Yellow copy -	Attach to deposit transmittal					
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