

Money Received Report Instructions for CASH AND CHECKS

Please remember your report will be imaged for Internal Audit and Financial Services review, therefore your accuracy and neatness is vital.

Include the following information on the Money Received Report

- Department submitting report
- Campus Address
- Date report is being filled out
- Name of person completing report
- Phone number of person completing report
- Immediate Supervisor of person completing report
- Supervisors Phone number
- Email address where receipt will be sent
- Date item being deposited was collected
- Description of item being deposited Enter Fund, Org, Account, and Program number
- Enter Activity Code, if it is a Grant
- Dollar amount deposited into each FOAP
- Grand total

Money Received Report and items being deposited are to be delivered to the Bursar's Office the next business day.

A receipt will be emailed to the Departmental email listed on the Money Received Report after processing.

Contact Information:
Katy Hensley
Bursar's Office Supervisor
Carrington Hall 102
Bursar@MissouriState.edu
Phone#: 417-836-6599



MONEY RECEIVED REPORT FOR CASH AND CHECKS

For Bursar's Office Use Only
Date Processed:
Processed by:
Transaction #:

Department: _____

Campus Address: _____ Date: _____

Person completing Report: _____ Ext: _____

Immediate Supervisor of person completing report: _____ Ext: _____

*By providing and email address you are agreeing to receive an emailed receipt in lieu of a printed receipt.

Email address to send receipt: _____

Table with 8 columns: Date, From Whom/For What, FUND, ORG, ACCT, PROG, ACTV, AMT. Includes a Total row at the bottom right.