How to complete a receipt backup form

Used to receipt cash, cheques and credit card payments

>This is not an official VAT receipt

This document provides examples for both invoiced and GL receipt backup forms

Example 1 = Invoiced Income
Example 2 = GL Direct Income

Example 1:

Completing the form for sales invoice receipts (invoiced income)
A. Actual date UoS received the funds
B. Invoice number payment relates to
C. Customer Account Number the payment relates to
D. Amounts passed to Cashiers in relevant box/s

N.B: Deductions:
No deductions can be made from cash collected prior to banking.

Receipt Backup Document for Invoiced Income

Please ensure you take a copy for your records

Bring/Send to: Cashiers Office
Room 236, Sussex House

Delivered / Sent by: ......................................................(signature)

<table>
<thead>
<tr>
<th>Actual Date</th>
<th>Invoice Number</th>
<th>Customer A/c No.</th>
<th>Cash</th>
<th>Cheques/Bacs</th>
<th>Credit cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/7/09</td>
<td>SI/12345</td>
<td>(Fisher Scientific)</td>
<td>50.00</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>12/7/09</td>
<td>SI/23263</td>
<td>(Mr J Smith)</td>
<td></td>
<td></td>
<td>120.00</td>
</tr>
<tr>
<td>etc</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cashiers Office:

Received by (unchecked) : ....................... (signature)  Print Name: ..................  Date:........................

Example 2:

Completing the form for GL direct income receipts (processed straight to general ledger)
A. Actual date UoS received the funds
B. Full details of what the payment relates to
C. Amounts passed to Cashiers in relevant box/s
D. GL codes (Unit, Expense, Activity) where the monies will be coded to
N.B: Deductions:
No deductions can be made from cash collected prior to banking.

Receipt Backup Document for General Ledger Direct Income

Please ensure you take a copy for your records

Bring/Send to: Cashiers Office
Room 236, Sussex House

Delivered / Sent by: ........................................ (signature)

Name in Block Caps: .................................. Date: ..................................

<table>
<thead>
<tr>
<th>Actual Date Payment Received</th>
<th>Details</th>
<th>Cash £ C</th>
<th>Cheques/Bacs £ C</th>
<th>Cards £ C</th>
<th>Unit D</th>
<th>Exp D</th>
<th>Activity D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/7/09</td>
<td>Sport Centre monthly membership for K Jones</td>
<td>35.00</td>
<td>-</td>
<td>-</td>
<td>QA00</td>
<td>0123</td>
<td>-</td>
</tr>
<tr>
<td>8/7/09</td>
<td>Sport Centre Hire Costs 1/6/09 Alumni Dept</td>
<td>120.00</td>
<td>-</td>
<td>-</td>
<td>QB00</td>
<td>0123</td>
<td>P10000</td>
</tr>
<tr>
<td>etc</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cashiers Office:

Received by (unchecked) : ……………………… (signature)  Print Name: ……………… Date: ………………..