

PSU Miscellaneous Deposit Form To Clear Travel Advances Only

Required - Travel Document Number (TR*****)

For Cashier's Purposes Only

Cash \$ _____
 Outd \$ _____
 Checks \$ _____
 Cards \$ _____
 Total \$ _____

PSU ID/Acct #, Name(Last, First, MI), or other comments

Visa or MasterCard # _____ Exp Date _____
 Preparer's First and Last Name _____ Extension _____ E-Mail _____ Dept/Mail Code _____ Date _____

Detail Code -or- Index	Fund	Orgn	Account	Prog	Activity	Amount
						\$
						\$
						\$

Important: Failure to provide all necessary information may delay processing Total Deposit: _____
Deposits to expenditure account codes must be on a separate form and have appropriate documentation attached. Must equal 0: _____
Cashiers - Copy 1

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Deposit Description (for FIS, max 30 characters)

For Cashier's Purposes Only

Cash \$ _____
 Outd \$ _____
 Checks \$ _____
 Cards \$ _____
 Total \$ _____

PSU ID/Acct #, Name(Last, First, MI), or other comments

Visa or MasterCard # _____ Exp Date _____
 Preparer's First and Last Name _____ Extension _____ E-Mail _____ Dept/Mail Code _____ Date _____

Detail Code -or- Index	Fund	Orgn	Account	Prog	Activity	Amount
						\$
						\$
						\$

Important: Failure to provide all necessary information may delay processing Total Deposit: _____
Deposits to expenditure account codes must be on a separate form and have appropriate documentation attached. Must equal 0: _____
Cashiers - Copy 2

Once processed, this copy will be given back to the department with receipt number and date

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Cash \$ _____
 Outd \$ _____
 Checks \$ _____
 Cards \$ _____
 Total \$ _____

PSU ID/Acct #, Name(Last, First, MI), or other comments

Visa or MasterCard # _____ Exp Date _____
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Detail Code -or- Index	Fund	Orgn	Account	Prog	Activity	Amount
						\$
						\$
						\$

Important: Failure to provide all necessary information may delay processing Total Deposit: _____
Deposits to expenditure account codes must be on a separate form and have appropriate documentation attached. Must equal 0: _____

Department - Copy 3To

Please retain this copy to reconcile your departmental deposits.