Send duplicate receipt to: ____________

CASHIER DEPOSIT: For CardQuest - Only

This form is used for a deposit relating to CardQuest purchases, sponsored refunds, and money due back to the Institute. Please bring refund check and form and deposit in "Finance Deposit Drop Box" next to the post office in the Keith Spalding Building. Attach copy of deposit form to CardQuest report.
*Please see instructions page for cash deposits.*

1. Date: _______ - _______ - _______
   Day    Month    Year

2. Requestor: __________________________________________

3. Phone: _________________

4. Department: __________________________

5. Payment Method:
   Cash _____ Check# __________________ Other: ________________________________

Do not combine Cash, & Check on the same form. Please use separate Cashier Forms for different types of payment.

6. Description: (Please include the CardQuest Report # and Cardholder Name/Traveler Name)
   CardQuest Report #: ________________________________
   Cardholder Name: ________________________________  Traveler Name: ________________________________
   Category: Reimbursement [ ]  Sponsored Refund: [ ]  Other: [ ]

7. Itemize amount by Project, Task, Award and Category: (Please use separate Cashier Forms for multiple PTA’s or Categories)
   Project: ____________________________  Amount $: ____________________________
   Task: ____________________________  Award: ____________________________

8. General Ledger Account Default: 2498  1101  0001  00000  211  111  000

9. This portion to be completed by the Caltech Cashier's Office ONLY:
   a) Cash Accountant Signature: ________________________________
   b) Receipt #: ________________________________
   c) Date: ________________________________
   d) Comments: __________________________________________

PLEASE SEE NEXT PAGE FOR INSTRUCTIONS
INSTRUCTIONS

Date: The date the form is filled out and should be in the following order: day (2 digits), month (3 letter abbreviation) and year (4 digits). For example: 02-Mar-2016

Requestor: The name that the Cashier/Accounting offices should contact for any follow-up questions.

Phone: The telephone number or extension of Requestor.

Department: The department name of Requestor.

Payment Method: Indicate the type of payment for this deposit. Each type of payment should be on a separate form. Any international currency or checks must be on a separate form from domestic items.

Description: Describe the purpose of the payment received by Caltech.

This is the CardQuest Report Number is within the report number under the Print/Share drop-down. Select “Caltech Detailed Report” or Select “Caltech Travel Allocation” to get the Report Key. Ex:

![Report Header](image)

List the Cardholder Name and Traveler Name if applicable

Category: Please indicate reason for refund in the appropriate category; Reimbursement, Sponsored Refund, Other*.  
*If other, please indicate purpose of refund.

Account: Distribute amount for each Project, Task, Award, and Category combination.

Amount: The amount for each combination.

Sponsored Research: Deposits for a specific federal/non-federal sponsored grant or contract. Handled by OSR/Project Accounting.

Account: Supply General Ledger account number if different from default account.

*Cash Deposits: Deposit cash at the Credit Union.  
  1. The Credit Union will stamp the deposit form  
  2. Scan and email the stamped deposit form to financedropbox@caltech.edu  
  3. Attach a copy of the deposit form to the report

**********************************************************Additional CardQuest instructions***************************************

Please attach a copy of the deposit form to the report in CardQuest.