



## INSTRUCTIONS

**Date:** Use the date the form is filled out in the following format: **Day** (2 digits), **Month** (3 letter abbreviation) and **Year** (4 digits).  
Example: 02-Mar-2024

**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. Use separate forms for different types of payments; do not combine Cash and Check payments on the same form. Any international currency/checks must be submitted on a separate form from domestic items.

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

Enter CardQuest Report Key or Report Number:

The CardQuest Report Key and Report Number are found by navigating to Print/Share and selecting Caltech Travel Allocation

Ex:

<b>Report Header</b>	
<b>Policy :</b>	*Travel Policy
<b>Business Purpose :</b>	test
<b>Report Key :</b>	233226
<b>Concur Report Number :</b>	EIW0B9

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.

**\*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](mailto:financedropbox@caltech.edu)
3. Attach a copy of the deposit form to the report in CardQuest

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

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