Send duplicate receipt to: __



CASHIER DEPOSIT: For CardQuest - Only

This form is used for deposits relating to CardQuest purchases, sponsored refunds, and money due Caltech. Please bring refund check and deposit form to the Finance Deposit Drop Box located next to the Post Office in the Keith Spalding Building. Upload copy of deposit form to the report in CardQuest.

*Please see instructions page for cash deposits.

**Payments may be made with a credit card for Travel reimbursements and Sponsor Refunds for \$1,000 or less that are <u>not</u> on Federal PTA's. Please email <u>travelservices@caltech.edu</u> for a credit card payment link.

1. Date:	2. Requestor:
Day Month Year	
3. Phone:	4. Department:
5. Payment Method: (Please check only o	ne box)
Cash Check	Other:
(Do not combine Cash & Check on the sa	me form. Please use separate Cashier Forms for different types of payment)
International Currency or Check: Please	e do not combine international checks or currency with domestic items.
6. Description:	
CardQuest Report Key:	or Concur Report Number:
Cardholder Name:	Traveler Name:
Category: Reimbursement Sponsor	red Refund Other:
7. Itemize amount by Project, Task, Awar	d, 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 Payments
PLEA	ASE SEE NEXT PAGE FOR INSTRUCTIONS
9. <u>This portion to be completed by the Cal</u>	tech Cashier's Office ONLY:
a) Cash Accountant Signature:	
b) Receipt #:	c) Date:
d) Comments:	

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:	
Report Header	
Policy :	*Travel Policy
Business Purpose :	test
Report Key :	233226
Concur Report Number :	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
- 3. Attach a copy of the deposit form to the report in CardQuest

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