University of Victoria | Accounting Services

Cash & Cheque Remittance

DATE (mm-dd-yyyy):	
DEPARTMENT:	
PREPARED BY:	
PHONE:	

	CASH	AMOUNT
	X $5.00	$ 0.00
	X $10.00	$ 0.00
	X $20.00	$ 0.00
	X $50.00	$ 0.00
	X $100.00	$ 0.00
	COIN	$ 0.00
	TOTAL CASH	$ 0.00
	CDN CHEQUES (attach tape)	
	U.S. CHEQUES (attach tape)	
	TOTAL CHEQUES	$ 0.00
	TOTAL REMITTANCE	$ 0.00

*For accounts receivable, note the GR# in the description field below and code to 10000-00000-1130

FAST CODE		SUBCODE	ACTIVITY	LOCATION	DESCRIPTION	AMOUNT
Required 5 Digits	Required 5 Digits	Required 4 Digits	Optional 6 Characters	Optional 4-6 Characters	Optional (Up to 30 Characters)	Required
10000	**00000**	**2001**			**PST**	
10000	**00000**	**2022**			**GST**	
					TOTAL POSTINGS	$ 0.00

TOTAL REMITTANCE MUST EQUAL TOTAL POSTINGS. DIFFERENCE: $ 0.00

Return to Accounting Services, MWB B115 for processing

Revised Jan 2019