Webster University

Miscellaneous Cash Receipt Form

Date	Remitter	Purpose/Description	Check Number	(Fund) (2 Digits)	Department (Function) (4 Digits)	Line Item (Object) (4 Digits)	Project (Subfund) (4 Digits)	Amount
								$

Total $

Preparer: _____ Preparer Signature: _____

Department/Site: _____ Phone #: _____ Date: _____

Remit to: Webster University
Attn: Bursar's Office
470 East Lockwood Avenue
Webster Groves, Missouri 63119

Revised October 2007

Complete the form, attach supporting documentation and the check(s) being deposited. Cash must be submitted in person to the Cashiers' Office. Retain a copy for your records.