

# Macalester College

## Department Cash RETURN Form – Return to Student Accounts Office in 77 Mac

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Ext: \_\_\_\_\_

Amount of Cash Returned: \_\_\_\_\_ (should equal amount from cash buy)

Two Signatures Required on Cash Deposits over \$1000:

Signature \_\_\_\_\_ Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

For Cashier's Use Only:

Detail Code: CSDC Description: (Below) Debit or Credit: D Amount: (Above)

Detail Code: GLTR Description: (Defaults) Debit or Credit: C

Description: \_\_\_\_\_

FOAPAL: 100000 - \_\_\_\_\_ - 101015 - \_\_\_\_\_ Amount: \_\_\_\_\_

**Please keep copies for your department records. Student Accounts is not responsible for department records.  
Student Accounts will no longer return paper copies of deposits to departments.**

Signature of Person Completing Form \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

Signature of Person Delivering Form to Student Accounts \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

For Cashier's Use Only:

Receipt #: \_\_\_\_\_ Date \_\_\_\_\_ Cashier's Initials \_\_\_\_\_