

Macalester College

Department Cash BUY Form – Request in Person at Student Accounts Office in 77 Mac

Note: All requests must be brought to Student Accounts no less than 10 business days prior to day of pick up.

Name: _____ ID#: _____ Ext: _____

Amount of Cash Requested: _____ (Full amount must be returned using Department Cash Return Form)

For Cashier's Use Only:

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

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

Description: _____

FOAPAL: 100000 - XXXXXX - 101015 - XX Amount: _____

Denominations: _____ 20's _____ 10's _____ 5's _____ 1's

_____ .25's _____ .10's _____ .05's _____ .01's

**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 from Accounting Dept. Authorizing Cash Buy Print Date

Signature of Person Completing Form Print Date

Signature of Person Receiving Cash Print Date

For Cashier's Use Only:

Receipt #: _____ Date _____ Cashier's Initials _____