

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 _____