

Columbia Law School • Business Office
CASH/CHECK RECEIPT VOUCHER

BATCH ID _____

BUSINESS OFFICE USE ONLY

DEPOSITED BY: _____

DATE _____

PRINT NAME

SIGNATURE

PHONE & EMAIL CONTACT

DEPARTMENT

STUDENT GROUP/ JOURNAL

☐ **CASH** _____ X100 _____ X50 _____ X20 _____ X10 _____ X5 _____ X1 _____ COINS **CASH TOTAL \$** _____

☐ **CHECK** _____ # OF CHECKS **CHECK TOTAL \$** _____

BUSINESS OFFICE USE ONLY	GL Unit	Account	Department	PC BU	Project	Activity	Initiative	Segment
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DESCRIPTION IN DETAIL

AMOUNT

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PLEASE KEEP A COPY OF ALL CHECKS FOR YOUR RECORDS AND ATTACH A COPY AS BACK-UP

IF THIS IS A GIFT OR GRANT PLEASE SUBMIT TO DEVELOPMENT