



Cash Sale Form

Use this form for cash/check deposits made to WPI Departments and Student Organizations/Clubs received outside of the Workday Customer Invoicing process. The Workday Job Aid for this task can be found by clicking the link [here](#). For questions please contact - accounting@wpi.edu

WPI Departmental Users - Complete the Cash Sale Task in Workday. The use of the form is optional, it can be uploaded and attached, or it is recommended other documentation you have is attached.

Student Organizations/Clubs - Complete the form and bring to the Bursar's office with your deposit.

Preparer Name: _____ Phone/Ext.: _____ Department/Student Org/Club: _____
 Preparer Signature: _____ Date: _____

Cash Sale Information

Customer: _____
**WPI Cash Sale, Student Activities, Club Sports*
 Memo: _____

Payment Information

Payment Type: Cash or Check _____
**Circle one*
 Reference (Check#): _____
**If the deposit contains multiple checks upload and attach a list the check numbers*
 Control Total Amount: _____
**must equal total below*

Invoice Lines

Revenue Category <small>*frequently used - Other Income General, Fundraisers, Entrance Fees, Registration Fees</small>	Extended Amount <small>*must = control total amount above</small>	Transaction Date	Cost Center <small>*n/a for Student Orgs. & Clubs</small>	Fund <small>*n/a for Student Orgs. & Clubs</small>	Additional Work Tags <small>*Student Orgs. & clubs enter name and/or number</small>	Gift/Grant Agency
- Extended Amount Total <small>*must equal control total above</small>						