



WICHITA STATE  
UNIVERSITY  
*Financial Operations  
and Business Technology*  
*Accounts Receivable*

## Departmental Reimbursement Deposit Form

### Instructions

Complete the departmental information and currency information for all deposits. Complete the applicable reimbursement or recovery of expense section depending on the type of deposit. This form may be completed digitally but will ultimately need to be printed for submission with the currency being deposited. Return completed form and deposit to Accounts Receivable in Jardine Hall room 201 or by mail to campus box 38. If returning by mail, this form and any accompanying currency must be transported in a locked green bag.

### Department Information

Date \_\_\_\_\_

Department Name \_\_\_\_\_

Fund/Organization/Program Code \_\_\_\_\_

Deposit Description \_\_\_\_\_

Processed By \_\_\_\_\_

Phone Number \_\_\_\_\_

Email for Receipt \_\_\_\_\_

### Currency

Cash Total \_\_\_\_\_

Check Total \_\_\_\_\_

### Reimbursement to Department

Examples include repayment of procurement card or ICD. If depositing any reimbursements in an inventory expense account (4000 series of OOE accounts), notify Property Control.

Expense Account \_\_\_\_\_

Amount of Reimbursement \_\_\_\_\_

Recovery of Expense (Tax-Inclusive)

Examples include t-shirt sold for a flat price, with sales tax included in the amount paid. Enter amount to be reimbursed to department; sales tax will calculate automatically.

Total Price of Item for Deposit \_\_\_\_\_

Revenue Account R80194 \_\_\_\_\_

Sales Tax Account R80121 \_\_\_\_\_

Recovery of Expense (Tax-Added)

Examples include t-shirt sold for price plus tax, with sales tax added on top of the item price. Enter item price; sales tax will calculate automatically and the total of the two will be the deposit amount.

Revenue Account R80194 \_\_\_\_\_

Sales Tax Account R80121 \_\_\_\_\_

Total Price of Item for Deposit \_\_\_\_\_

Accounts Receivable Use Only

Use TFAMISC to complete transaction.

Receipt Number \_\_\_\_\_

Date Received \_\_\_\_\_