

Instructions for completing a Cash Receipts Voucher (CRV)

The CRV form functions as a department's (or organization's) deposit ticket when depositing funds at Bursar for credit to the department general ledger account. When preparing the CRV, it is very important for every section of the form to be completed accurately, including dual signatures, by the department before delivering it to Bursar for processing.

***Do not deposit funds on a CRV if you have billed charges through CASHNet on a B-11 invoice.**

The following is a step-by-step instruction on proper completion of a CRV form. By following these steps, errors will be eliminated and Bursar should not have to notify you of their inability to process due to errors or incomplete information.

1. COPIES TO: This section is used to indicate distribution of copies if appropriate.
2. AREA DEPOSITING FUNDS: Provide the proper name of the department or organization depositing funds.
3. PREPARED BY: Provide the name of the person preparing the CRV, including a written signature below.
4. PHONE: Provide the phone number of the person preparing the CRV.
5. DATE: Provide the date the form was prepared.
6. SOURCE AND DESCRIPTION: The purpose of this section is to provide an explanation of the specific purpose of the funds collected. This area may also list the person(s) individually who are making a payment and/or the check number and amount of each corresponding payment. Anyone who reads the description should be able to determine where the funds are from and why they are being deposited.

Example: Fundraiser for Riley's Children's Hospital
Fundraiser T-shirt sales for Heart walk
Counseling session by (department)
Fundraiser Bake Sale for Art Department
Undergraduate Admission Application Fees (number of student's paying)
Tichenor Hall penny wars fundraiser for Koins for Kids
Payment of long distance personal phone calls
Registration Fee for Teacher Fair 2008
Listing of the name of each school with their corresponding payment in the amount column
7. ACCOUNT NUMBER: Enter all 10 digits of the appropriate General Ledger (G/L) number(s) for the amounts being deposited. The first 6 digits are specific to a department or organization and must be accurate. The subcode, or last 4 digits of the General Ledger number, can NEVER be 0000 or 0490. It is the responsibility of the department to know the correct subcode. If you are not sure of the correct GL or subcode, please call the Accounting Office at 285-1327.
8. AMOUNT: Enter the amount to be posted to each corresponding General Ledger number. Amounts can be listed individually or totaled and grouped on the CRV. If payments are listed by individual in the description column then the payments listed in the amount column should also be listed by individual.
9. TOTAL: Verify the calculated total agrees to your pre-determined total.
10. CHECKS, CURRENCY, SILVER, TOTAL: Provide the total of each payment type. This calculated Total must equal the Total of all deposited amounts. If the two totals do not agree, Bursar will request the corrections to be made before processing.
11. PREPARER SIGNATURE: Signature of preparer should agree with person named in "Prepared By" box above.
12. APPROVAL SIGNATURE: The signature of the person authorized and responsible to sign for the department or organization. This signature verifies the CRV form has been reviewed and is correct. The approval signature cannot be the same person as the preparer signature.
13. APPROVAL DATE: The date the approval signature was provided.

Following these steps is meant to ensure the department or organization accounting records properly reflect the deposits processed on the CRV form.

***Do not deposit funds on a CRV if you have billed charges through CASHNet on a B-11 invoice. Payments for charges on B-11's should be recorded on the Accounts Receivable Payment Form found at:**

<https://www.bsu.edu/webapps2/formfinder/forms/AR%20Payment%20Form.pdf>

