

Ball State University

Cash Receipts Voucher

COPIES TO:

AREA DEPOSITING FUNDS

PREPARED BY	PHONE	DATE
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SOURCE AND DESCRIPTION	FOAPAL <small>22 Digits Required</small>	AMOUNT
TOTAL		



Prepared by:

Signature Date

CHECKS	\$ _____
CURRENCY	_____
SILVER	_____
TOTAL	\$ _____

Approved by:

Signature Date

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 Banner A/R.**

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. FOAPAL: This is a 22 digit number consisting of the Fund, Organization and the Account numbers which are 6 digits each followed by the banner account number which is 4 digits. It is the responsibility of the department to have the correct FOAPAL listed on the form. If you are not sure of the FOAPAL you can use the FRS to Banner converter found at <http://cbs.iweb.bsu.edu/frstobanner.htm>
8. AMOUNT: Enter the amount to be posted to each corresponding FOAPAL 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.

The CRV form will be replaced by direct entry into CASHNet Cashiering in early fall 2012.

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 Banner A/R. Payments for charges billed in Banner A/R should be recorded on the Accounts Receivable Payment Form found at:**

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

Ball State University
Cash Receipts Voucher

COPIES TO: John Doe

SAMPLE CRV

AREA DEPOSITING FUNDS		
Career center (Teacher Fair 2012)		
PREPARED BY Jane Doe	PHONE 5-1234	DATE 7/16/12
SOURCE AND DESCRIPTION	FOAPAL 22 Digits Required	AMOUNT
Registration Fees for Teachers Fair 2012	1234567-789123-456789-2006	\$75.00
Colleton County	789123-456123-123789-1234	75.00
Clover Couty School Board	654987-365246-555666-3214	75.00
Kalamazoo Public Schools	256879-546821-123654-6548	125.00
Seminole County Consalidated Schools	456238-987258-456357-9875	175.00
Whitley County Consolidated Schools	113020-210100-148010-1014	225.00
TOTAL		\$750.00

Prepared by: Jane Doe 7/16/12

Signature Date

CHECKS	\$	<u>670.00</u>
CURRENCY		<u>75.00</u>
SILVER		<u>5.00</u>
TOTAL	\$	<u>750.00</u>

Approved by: John Doe 7/16/12

Signature Date