



SCHOOL _____

ACCOUNTS RECEIVABLE

Directions: Complete a separate form for CASH or CHECKS; do **not** combine them on one form. Please include a copy of all checks being deposited or provide a spreadsheet reflecting check number, name and amount. Remove staples from checks. Roll coins into rolls when enough for a sleeve and convert coins into bills if more than two rolls. Do not accept foreign currency. Return all to Central Office, Business Services. If you have any questions, please call Accounts Receivable at (248) 489-3341.

Date: _____ Prepared By: _____

Reason monies were received (from whom, for what): _____

Account # to be credited (x.xxx.xx.xxxx.xxxx): _____

CURRENCY

COIN

100s _____

DOLLARS _____

50s _____

HALF DOLLARS _____

20s _____

QUARTERS _____

10s _____

DIMES _____

5s _____

NICKELS _____

2s _____

PENNIES _____

1s _____

CURRENCY TOTAL _____

COIN TOTAL _____

CASH TOTAL (CURRENCY + COIN) _____

OR

CHECK TOTAL _____

CR _____

(for Central Office Use)