

Credit/Debit Deposit Memo

Department:

Prepared By:

Date:

Ext:

Please provide a description of the Product or Services sold:

Debit/Credit Card Receipts:

Merchant ID:

Transaction Date:

Settlement Date:

VISA =

Mastercard =

Debit =

AMEX =

Cash Office Use

Total Receipts =

Revenue Distribution:

	FUND*	ORGN	ACCT*	ACTV	Amount
FOAPAL 1:					
FOAPAL 2:					
FOAPAL 3:					
FOAPAL 4:					
FOAPAL 5:					
FOAPAL 6:					
FOAPAL 7:					
FOAPAL 8:					
FOAPAL 9:					
FOAPAL10:					
GST:	100000		225000		
PST:	100000		225002		
HST:	100000		225008		

Click [here](#) for a list of Commonly Used Account codes.

Total Distribution:

Total Receipts Less Total Distribution:

Differences between Total Receipts and Total Revenue Distribution will be charged to the department's budget via account code 716702.