

UNIVERSITY OF DUNDEE
CHEQUE / CASH LODGEMENT FORM

FROM:	DEPARTMENT:	EXT:
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TYPE OF INCOME

Attach remittance where available. This form should also be used for credit card lodgement

ITEMS A OR B TO BE RETURNED TO CASH OFFICE, FINANCE DEPARTMENT

PAYMENT OF SALES INVOICE To be completed when copy sales invoices have been sent to Finance Office

A Customer Name	Customer Code (Finance Office Use)	Sales Invoice Number	Total Value
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GENERAL INCOME Net and VAT (if applicable) to be shown separately.

B	Project	Project Type	Budget Group	Fund Source	Budget Centre	Nominal	Value	Finance Office Use Voucher No
	Entity	Activity	Budget centre	Nominal			VAT	
	10	900	9000	70254				
	Line Description to appear on monthly report - maximum 36 characters including spaces							
	Project	Project Type	Budget Group	Fund Source	Budget Centre	Nominal	Value	
	Entity	Activity	Budget centre	Nominal			VAT	
	10	900	9000	70254				
	Line Description to appear on monthly report - maximum 36 characters including spaces							
	Project	Project Type	Budget Group	Fund Source	Budget Centre	Nominal	Value	
	Entity	Activity	Budget centre	Nominal			VAT	
	10	900	9000	70254				
	Line Description to appear on monthly report - maximum 36 characters including spaces							

ITEM C TO BE RETURNED TO RESEARCH FINANCE, FINANCE DEPARTMENT

RESEARCH INCOME Net and VAT (if applicable) to be shown separately.

C	Project	Project Type	Budget Group	Fund Source	Budget Centre	Nominal	Value
	Entity	Activity	Budget centre	Nominal			VAT
	10	900	9000	70254			
	Line Description to appear on monthly report - maximum 36 characters including spaces						

ITEM D TO BE RETURNED TO ACCOUNTS PAYABLE, FINANCE DEPARTMENT

SUPPLIER REFUND / CREDIT Net and VAT (if applicable) to be shown separately.

Ledger Code - Finance Office Use Only

D	Project	Project Type	Budget Group	Fund Source	Budget Centre	Nominal	Value
	Line Description to appear on monthly report - maximum 36 characters including spaces						

In addition to line description please provide general explanation of income / refund. (TO BE COMPLETED FOR ALL ITEMS)

Authorising signature	Date	Total Lodgement £
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