Harvard University Credit Voucher

FINANCIAL SYSTEMS USE ONLY	
CREDIT VOUCHER #	

DATE

TUB ORG.

SCHOOL OR TUB _____

RETURN ADDRESS _____

USE SEPARATE VOUCHERS FOR (A) (B) (C) (D) or (E)

(A)	U.S. BILLS $		(B) CAN./U.S. DOLLARS	U.S.$	
	U.S. COIN		(C) CAN./CAN. DOLLARS	CAN.$	
	U.S. CHECKS INCL. TRAVELERS CHKS.		(D) NOTE CHECKS (FOREIGN ITEMS DRAWN ON A U.S. BANK)		
	U.S. TOTAL $		(E) OTHER FOREIGN ITEMS (IDENTIFY CURRENCY)		

NOTE: WHEN CODING IS TO A PAYROLL ACTIVITY, THE HARVARD I.D. NUMBER OF THE PERSON FROM WHOM THE MONEY WAS RECEIVED IS REQUIRED. A SEPARATE VOUCHER MUST BE USED FOR EACH DIFFERENT HARVARD I.D.

HARVARD I.D. (SEE NOTE)

NOTE: CASH SHOULD NOT BE SENT THROUGH THE MAIL. CONTRIBUTIONS, GIFTS, AND/OR DONATIONS SHOULD NOT BE PROCESSED ON CREDIT VOUCHERS.

EXPLANATION OF CREDIT	AMOUNT		DR x	TUB	ORG	OBJECT	FUND	ACT	SUB-ACT	ROOT

TOTAL _____

PREPARED BY *(PLEASE PRINT)* PHONE NUMBER AUTHORIZED SIGNATURE