

Edwardsville Campus Instructions FORM – Collection Report

Use: To deposit University funds at the Edwardsville campus Bursar’s Office

Access: Access form through Administrative Information System site, “Electronic Forms” or www.siue.edu/FORMS/AIS

Instructions: Unless noted, all fields are **REQUIRED**

Header Information: Use this section to provide basic information

ID Number Identification number of student or customer. If deposit is based on an individual, use their Banner ID. Otherwise, leave space blank.

Payer’s Name Individual, company or department from whom payment has been received. If multiple customers, list names in explanation box below and “Various” as the Payer’s Name.

Street Payer’s street address (Optional)

City Payer’s city address (Optional)

State Payer’s state address (Optional)

Zip Payer’s zip code (Optional)

Deposit Information: Amount to be deposited in each account. Budget Purpose, Natural Account and Object are required fields. Department Activity 1 is an optional field. For assistance to determine Budget Purpose, contact Administrative Accounting, x 2120.

Amount Amount to be deposited into each AIS account

Budget Purpose Budget Purpose of account to receive deposit

Department Activity 1 Department Activity to be credited (Optional)

Natural Account AIS Natural Account - if revenue account, use 40000. If unsure, contact Bursar, ext. 5273.

Object Object code related to revenue

Description Account title for Budget Purpose listed above

Total Calculated field

<i>Explanation</i>	Reason payment was received and/or multiple customer information: amount, ID#, etc.
Type of Funds:	Breakdown of funds
<i>Cash & Coin</i>	Total of currency and coin
<i>Check</i>	Total of checks
<i>Certified Funds</i>	Total of certified funds: cashiers checks, travelers checks and/or money orders
<i>Credit Card</i>	Total of credit card receipts
<i>EFT</i>	Total of Electronic Funds Transfer receipts
<i>Total</i>	Calculated field

NOTE: The Amount column Total must equal the Type of Funds Total

<i>Prepared By</i>	Person completing Collection Report
<i>Phone #</i>	Preparer's phone number
<i>Dept.</i>	Department name
<i>Box #</i>	Campus Box #
<i>Fiscal Officer</i>	Name of Fiscal Officer (Signature not required)
<i>Date</i>	Current date defaults into this field

Additional Requirements:

- **All checks - made payable to "SIUE" or "Southern Illinois University Edwardsville"**
- **All checks - endorsed "For Deposit Only, SIUE" and include Budget Purpose and/or account name.**
- A calculator tape should be attached to all check batches.
- If deposit is cash, checks and/or credit card receipts, a tape must be attached to each type.
- **All funds collected should be deposited the next business day.**

Routing: If no cash is involved, Collection Report and checks and/or credit card detail report may be mailed to the Bursar's Office, Box 1042.

If depositing cash, Collection Report and cash must be hand- delivered immediately to the Bursar's Office.

Please **do not** include check stubs or other documents with Collection Report.