
Purpose: Use this form to deposit a check, money order, or cash back to a payment processed by Accounts Payable (AP). AP must apply the payment to the initial record in Oracle in order for it to be properly reflected on the corresponding transaction. Foreign currency checks will not be accepted. A check, money order, or cash must accompany the form (checks should be made payable to Carnegie Mellon University).

Note: Vendor rebates and incentives should be processed on the [Financial Service Receipt \[.xls\]](#) and deposited through [Cash Operations](#). To self-report a purchase with no reimbursements, email pcaudit@andrew.cmu.edu.

Select the applicable form:

Expense Reports (ER)

Purchasing Card (PRC)

Purchase Order (PO)

Other

Cash Only

