Finance Division

Accounts Payable (AP) Deposit Form

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 <u>Financial Service Receipt [.xls]</u> and deposited through <u>Cash Operations</u>. To self-report a purchase with no reimbursements, email <u>pcaudit@andrew.cmu.edu</u>.

Select the applicable form:
Expense Reports (ER)
Purchasing Card (PRC)
Purchase Order (PO)
Other
Cash Only

Finance Division

AP Deposit Form Expense Report (ER)

Use this form to deposit a check or money order from a duplicate or incorrect Expense Report. Accounts Payable (AP) will apply the payment against the initial expense report in Oracle. A check or money order must accompany this form. Checks must be made payable to Carnegie Mellon University. For questions, contact AP-Help@Andrew.cmu.edu. Foreign currency checks will not be accepted.

ER Information					
Name on ER:					
Original ER Number:					
Duplicate ER Number (if app	licable):				
Ledger:					
Description of duplicate subm	nission:				
Transaction Date	Submission Description	Amount			
	Total:				
	Department Contact Information				
Name:	E-mail Address:				
Department:	Department: Phone Number:				
Additional Information Need	ed to Process (if any):				
Approvals					
Reimbursee	Signature	Date			
Approver	Signature	Date			
Administrative Leadership Group (ALG)					
ALG Member	 Signature	Date			
	-				

Finance Division Use Only

Accounts Payable
Finance Department, DMC110*
Carnegie Mellon University
5000 Forbes Ave.
Pittsburgh, PA 15213-3815

Finance Division

AP Deposit Form Purchasing Card (PRC)

Use this form to deposit a check or money order from a duplicate or incorrect Purchasing Card transaction. Accounts Payable (AP) will apply the payment against the initial Purchasing Card transaction in Oracle. A check or money order must accompany this form. Checks must be made payable to Carnegie Mellon University. For questions, contact AP-Help@Andrew.cmu.edu. Foreign currency checks will not be accepted.

Note: Use this form to report a personal purchase inadvertently made on a university purchasing card.

	PRC Inform	nation			
Original PRC Number:					
Duplicate PRC Number (if applicable):					
Ledger:					
Charging String:					
Description of duplicate submission:					
Transaction Date	Submission De	escription	Amount		
		Total	:		
Department Contact Information					
Name:		E-mail Address:			
Department:					
Additional Information Needed to Process (i					
Additional information Needed to Frocess (I	i aliy).				
	Approva	als			
Card Holder	 Signature		Date		
	Ŭ				
Approver	Signature		Date		
Administrative Leadership Group (ALG)					
,					
ALC Manufact	0:		Dete		
ALG Member	Signature		Date		
Finance Division Use Onl	У	Accounts Finance Departm			
		Finance Departm Carnegie Mello	on University		
		5000 Forb	es Ave.		

Pittsburgh, PA 15213-3815

Finance Division

AP Deposit Form Purchase Order (PO)

Use this form to deposit a check or money order from an incorrect payment or a returned or refunded payment pertaining to a Purchase Order (PO). Accounts Payable (AP) will apply the payment against the initial PO transaction in Oracle. A check or money order must accompany this form. Checks must be made payable to Carnegie Mellon University. For questions, contact AP-Help@Andrew.cmu.edu. Foreign currency checks will not be accepted.

Purchase Order (PO) Information					
Vendor Name:					
Purchase Order Number:					
Invoice Number:					
Line Number to Apply Funds to:					
Ledger:					
Charging String:					
Description of submission:					
Transaction Date	Sub	mission Descri	ption		Amount
				T / I	
				Total:	
			•		
	Departmo	ent Contact In	formation		
Name:			E-mail Address:		
Department:			Phone Number:		
Additional Information Needed to I					
		Approvals			
Department Contact	Signa	ature			Date
Approver	 Signa	nture			Date
				Accounts Payab	le
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Finance Division Use Only

Finance Division

AP Deposit Form Other

Use this form to deposit check or money order from an incorrect payment initiated through a method other than ER, PRC, and PO. Accounts Payable will apply the payment against the initial transaction in Oracle. A check or money order must accompany this form. Checks must be made payable to Carnegie Mellon University. For questions, contact AP-Help@Andrew.cmu.edu. Foreign currency checks will not be accepted.

	Deposit Infor	mation	
Finance Form Used for Initial Transaction:			
Original Invoice Number:			
Ledger:			
Charging String:			
Description of submission:			
Transaction Date	Submission De	scription	Amount
		Total	
	D	41.6	
	Department Contac	t information	
Name:		E-mail Address:	
Department: Phone Number:			
Additional Information Needed to Process (if a	ny):		
	Approva	Is	
Department Contact	 Signature	_	Date
Approver	 Signature		Date
Administrative Leadership Group (ALG)			
ALG Member	Signature		Date

Accounts Payable
Finance Department, DMC110*
Carnegie Mellon University
5000 Forbes Ave.
Pittsburgh, PA 15213-3815

Finance Division

AP Deposit Form Cash Only

Only use the form to deposit cash received for a payment initiated by Accounts Payable. Accounts Payable will apply the payment against the initial transaction in Oracle. For questions, contact AP-Help@Andrew.cmu.edu.

Note: All cash deposits must be verified by **Cash Operations** personnel during regular business hours. Please do not leave cash deposits in the outside drop box.

	Deposit Inform	nation		
Finance Form Used for Initial Transaction:				
Original Invoice Number:				
Ledger:				
Charging String:				
Description of submission:				
Transaction Date	Submission Des	cription		Amount
			Total:	
			Totali	
	Department Contact	Information		
Name:		E-mail Address:		
Department:				
Additional Information Needed to Process (if any):				
	Approval	•		
	Approval	•		
Department Contact	 Signature			 Date
	J.g. (2.12.12.12			24.0
Approver	Signature			Date
Administrative Leadership Group (ALG)				
ALG Member	Signature			Date
F			Accounts Pa	ayable
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