

# How to Request and Use Cash Receipt Books

## **System Regulation 21.01.02 “Receipt, Custody, and Deposit of Revenues”**

( link to: <http://tamus.edu/offices/policy/policies/pdf/21-01-02.pdf> )

- An official receipt must be written for each remittance received by a department or unit
- Each receipt form must be pre-numbered with sufficient copies to the payer, department cashier and for department file.
- Each receipt for cash sales must be itemized to show the name of purchaser, product or service, quantity, total and signature of person receiving payment.

### **Request & Return Cash Receipt Books**

- Email **Cindy Quarles** [CQuarles@tamhsc.edu](mailto:CQuarles@tamhsc.edu) or **Paula Cadena** [PCadena@tamhsc.edu](mailto:PCadena@tamhsc.edu) to request Cash Receipt Books.
- **Return** finished cash receipt books to Paula Cadena at MS 1361, Finance and Administration, 200 Technology Way, Suite 2079, College Station, TX 77845.
- Mark “Void” on any receipt that is incorrect, incomplete or cancelled. All three copies of voided receipt should be kept together in book.