

# Humboldt State Cashier's Receipting Instruction

## Return of Associated Students Funds

Receipt to:

\_\_\_\_\_ (name or vendor on check )

Please receipt : \$ \_\_\_\_\_ - \_\_\_\_\_ (total amount) into the following accounts:

(description of funds)

<b>Item Code</b>	<b>AS-Abate</b>	<b>Reference</b>		<b>Amount</b>	
	Account	Fund	Dept	Program	
Chartfield	250002	AS100			

<b>Item Code</b>	<b>AS-Travel</b>	<b>Reference</b>		<b>Amount</b>	
	Account	Fund	Dept	Program	
Chartfield	250002	AS100			

<b>Item Code</b>	<b>AS-Procard</b>	<b>Reference</b>		<b>Amount</b>	
	Account	Fund	Dept	Program	
Chartfield	250002	AS100			

Prepared by: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Business Units  
 HMCMP \_\_\_\_\_ HMASB X HMADV \_\_\_\_\_