

Section 06.01

RECEIPTS

Deposits are made at the Bursar’s Office in the Student Services Center building. Information needed to ensure posting of a deposit are correct account number, support account and object code. Other useful information includes account name, contact name and extension and a useful comment for any questions related to the deposit. The Bursar’s Office requires a department to supply a General Receipt Form with all necessary information included in order to apply the deposit to the correct account. The General Receipt Form can be found on the Bursar’s Office Website. An example of the form is below.

TEXAS A&M UNIVERSITY-CORPUS CHRISTI - GENERAL RECEIPT			
LAST NAME: _____ <small>(Payee's Name or Department)</small>	FIRST NAME: _____		
ACCOUNT NAME: _____	ACCOUNT NO: _____ / _____ / _____		
PLAN: _____ <small>(Optional) Invoice #</small>	AMOUNT: \$ _____		
COMMENTS: _____ <small>(Optional)</small>			
PAYMENT TYPE: Cash Check Credit Card: (Mastercard / Discover / American Express)			
CONTACT NAME: _____	CONTACT EXT: _____		