

Harvard University Credit Voucher

DATE

TUB

ORG

SCHOOL OR TUB

RETURN ADDRESS

FINANCIAL SYSTEMS ONLY

CREDIT

VOUCHER#

USE SEPARATE VOUCHERS FOR (A)(B)(C)(D) or (E)

(A) U.S. BILLS

U.S COINS

U.S. CHECKS

INCL. TRAVELERS CHKS.

U.S. TOTAL

(B) CAN./U.S. DOLLARS

U.S.\$

(C) CAN./CAN. DOLLARS

CAN.\$

(D) NOTE CHECKS

(FOREIGN ITEMS DRAWN ON A U.S. BANK)

(E) OTHER FOREIGN ITEMS

(IDENTIFY CURRENCY)

NOTE: WHEN CODING IS TO A PAYROLL ACTIVITY, THE HARVARD ID# OF THE PERSON FROM WHOM THE MONEY WAS RECEIVED IS REQUIRED. A SEPARATE VOUCHER IS REQUIRED FOR EACH HARVARD ID#.

HARVARD I.D.
(SEE NOTE ABOVE)

NOTE: CASH SHOULD NOT BE SENT THROUGH MAIL. CONTRIBUTIONS, GIFTS, AND/OR DONATIONS SHOULD NOT BE PROCESSED ON CREDIT VOUCHERS.

EXPLANATION OF CREDIT	AMOUNT	DR	TUB	ORG	OBJECT	FUND	ACT	SUB-ACT	ROOT

TOTAL

PREPARED BY (PLEASE PRINT)

PHONE NUMBER

AUTHORIZED SIGNATURE