

## **Cash Receipt** <sup>[1]</sup>

To deposit cash (paper/coin currency, checks, credit card checks, traveler's checks, money orders, credit/debit card receipts, wire transfers) into an appropriate SpeedType.

Download: Cash Receipt Form <sup>[2]</sup>

**Effective Date:** 01/28/2025 (Form updated to remove previous restricted fund routing instructions for Denver|Anschutz Medical Campus.)

**The OUC has reengineered the finance forms pages to improve user experience by enhancing page design and content. Learn more here** <sup>[3]</sup>.

### **Frequently Asked Questions**

**Q: Who needs to sign this form ... and what do I do with it, then?**

A: The Org Authorization Signature is required (this might be the head of your department or other person). Follow the routing instructions at the bottom of the form and take the form and attachments to your campus bursar's office. **The CR form must be validated by the appropriate bursar's office.** If related to Concur processing, attach the validated CR to the expense report.

**Q: How do I reimburse CU for a personal expense on my commercial card?**

A: For employee reimbursements to CU for expenses on a Concur expense report: write a check to CU, submit with CR form to bursar's office, and attach validated CR form to Concur expense report.

**Q: Where do I take a gift check?**

A: Fill out the Cash Receipt-Gifts <sup>[4]</sup> form and take your deposit to the campus Designated Advancement Office.

**Have a question or feedback?**

## **Questions & Feedback** <sup>[5]</sup>

## Feedback or Question \*

Your Name

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Your Email Address

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit

Controller

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**Source URL:**<https://www.cu.edu/controller/forms/cash-receipt>

### Links

- [1] <https://www.cu.edu/controller/forms/cash-receipt> [2] <https://www.cu.edu/system/files/pages/343753-cash-receipt/docs/form-cr-012825-d-amc-instructions.xlsx?download=true>  
[3] <https://www.cu.edu/controller/news/office-university-controller-news/april-5-2024-edition/coming-soon-new-ouc-forms> [4] <https://www.cu.edu/controller/forms/cash-receipt-gifts-deposits-cu-foundation-only>  
[5] <https://www.cu.edu/controller/forms/questions-feedback-0>