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Cash Receipt [1]

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 [2]

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

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 completed form, a copy of the completed form, and required 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 [3] form and take your deposit to the campus Designated Advancement Office.

Q: **Are there related resources on how/when to use this form?**
A: Yes! See the Accounting Handbook Cash Control [4] procedures for additional details.

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-logo.xlsx?download=true
[3] https://www.cu.edu/controller/forms/cash-receipt-gifts-deposits-cu-foundation-only
[4] https://www.cu.edu/controller/procedures/accounting-handbook/cash-control