

Texas AgriLife Extension Service Guidelines for Writing Receipts

A receipt is to be issued to any individual or group paying for goods and/or services provided by AgriLife Extension. Receipts are to be dated the day funds are collected and signed by the employee receiving the funds. Receipts should not be written prior to corresponding funds being received. AgriLife Extension pre-numbered receipt books may be requested from the cash management office. Please contact Judy Thigpen at 979-845-0323.

The distribution of the three receipt copies are to be as follows:

- (1) Original receipt (white) - returned to the payer
- (2) Duplicate receipt (pink) - transmitted to the Cash Management Office with the funds collected
- (3) Triplicate receipt (yellow) - retained by the issuing department or unit and filed in numerical sequence

In the case of voided receipts, please ensure that all three copies are clearly marked "VOID. **Each** voided receipt must be noted on the Deposit Form (AG-231 or 241). Original and duplicate copies are to be attached and submitted with deposit form along with other receipts in that sequence. The triplicate copy is to be retained in the unit.

Immediately upon receipt, checks shall be endorsed "For Deposit Only – AgriLife Extension". Additionally, the FAMIS account number that the funds are to be deposited in should be written on the face of the check, preferably in the memo line.

When all receipts in the pre-numbered booklet have been used, the packet should be returned to the AgriLife Cash Management Office for audit and record retention tracking.