

# Credit Voucher Guidelines

## Overview

- Credit Vouchers are used to process checks and/or cash you have received.
- Always stamp backs of checks “For Deposit Only” when received using the endorsement stamp located on the counter across from Gerry Byrne’s office.
- Keep cash in a locked box in a locked drawer until you are depositing it.
- Do not use Credit Vouchers for gift income/donor checks.
- The Credit Voucher template may be found [here](#).
- Use only one category per Credit Voucher. If multiple categories are submitted, the voucher will be returned to the school/unit unprocessed.

## Processing & Paper Flow

1. Complete Credit Voucher form using the guidance provided below
  - **DATE:** Auto populates the day you prepare the Credit Voucher
  - **TUB/ORG:** Enter the Chart of Accounts coding for the TUB and ORG submitting the Credit Voucher
  - **PREPARED BY:** Enter the name of the individual preparing the Credit Voucher
  - **PHONE NUMBER:** Enter the phone number of the individual preparing the Credit Voucher
  - **SCHOOL/UNIT:** Enter the name of the school/unit submitting the Credit Voucher
  - **RETURN ADDRESS:** Enter the address of the TUB submitting the Credit Voucher
  - **CV CATEGORIES:** Enter numbers into the correct category
  - **CV CATEGORIES TOTAL:** Auto populates
  - **EXPLANATION OF CREDIT:** Describe the transaction using a full business purpose including the WHO, WHAT, WHERE, WHEN, & WHY. This is the description that will be listed in the Detail Financial Listing.
  - **AMOUNT:** Enter the line item amount for the account that is to be credited
  - **DR:** If this is a debit item please type in YES. If this is a credit please leave blank, in most instances TUBS will leave this blank.
  - **TUB, ORG, OBJECT, FUND, ACTIVITY, SUBACT, ROOT:** Enter the complete Chart of Accounts coding for each line item
  - **TOTAL:** Auto populates
2. Confirm Total in CV Categories and Total in Explanation of Credit sections match. If they do, move on to step 3. If not, go back through work and modify until they do match.
3. Print completed Credit Voucher, attach checks and/or envelope of cash, and submit to Gerry Byrne for approval. Gerry will sign the Credit Voucher and place it in the deliveries basket.
4. Stephanie makes a copy of the Credit Voucher and checks. The original and the copy are delivered to Cash Management by Jean. The copy is stamped and returned to Stephanie, who then files the copy.