New Mexico State University
University Accounts Receivable

Receipt Log (For Small Dollar Transactions)

ROUTING
UAR, MSC 4570
uar@nmsu.edu
Phone 646-4911
Fax 646-7773

SECTION 1: REQUESTOR INFORMATION

Requestor Name: _____ Phone: _____ E-mail Address: _____

Processed on Deposit Number: _____ Date (mm/dd/yyyy): _____ Page No. _____ of _____

SECTION 2: REQUEST DETAILS

Date	Name	Copy Sales	Other Sales	Explain Other
	Page/Grand Totals:			

SECTION 3: REQUESTOR APPROVAL

Requestor Printed Name: _____ Signature: _____ Date: _____

Reset