

Harvard University Credit Voucher

PLEASE NOTE:

- Cash (bill/coin) should NOT be sent through mail and must be hand delivered to the CRO at 1033 Mass Ave, 2nd Floor at the Cash Receipts window
- CV's must be a completed PDF, printed and signed; handwritten CV's will be returned to School/Unit unprocessed
- Contributions, gifts, and/or donations should NOT be processed on CV's
- PR Object codes are not allowed on Credit Vouchers. Please contact Payroll: (617) 495-8500 option 4 with any questions.



Harvard University Credit Voucher

Receipt #	
Date:	
Date:	
Prepared by:	
rrepared by.	
Phone:	
School/Unit:	
School/ Offic.	
Return Address:	
Authorized Signatu	

CV CATEGORIES								
Separate CV's must be completed for Categories (A) - (E) CV's submitted with more than one category will be returned to the School/Unit unprocessed								
(A)	Bills	USD						
(A)	Coins	USD						
	Or choose <u>one</u> from below							
(B)	USD checks (includes travelers checks and USD money orders)	USD						
(C)	Canadian checks in US dollars	USD						
(D)	Foreign checks drawn on a foreign bank in USD over \$250	USD						
(E)	USD checks greater than \$250 drawn on foreign bank (identify currency)							
		TOTAL						

EXPLANATION OF CREDIT	Amount	Tub	Org	Object	Fund	Activity	Sub	Root
ΤΟΤΔΙ								