## 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.


##  <br> TTAS\} <br> Harvard University Credit Voucher

| 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 |  |
|  | Coins | USD |  |
|  | Or choose one 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 |  |
|  | USD checks greater than \$250 drawn on foreign bank (identify |  |  |
|  |  | total | \$0.00 |


| Date: |  |
| :--- | :--- |
| Prepared by: |  |
| Phone: |  |
| School/Unit: |  |
| Return Address: |  |

Authorized Signature: $\qquad$

| EXPLANATION OF CREDIT | Amount | Tub | Org | Object | Fund | Activity | Sub |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
|  | Root |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

