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| --- | --- |
| Instructions | Office Use Only |
| * This form is to be used only for payment types as listed in the **Payment Details** section below.
* All other UCT deposits should use either:
	+ [**SD002: UCT Receipt requisition**](http://forms.uct.ac.za/sd002.doc)When money, excluding donations, is received in a department and must be receipted on SAP
	+ [**SD007: UCT Research receipt requisition**](http://forms.uct.ac.za/sd007.doc) When money for research purposes, excluding donations, is received in a department and must be receipted on SAP
	+ [**CD007: Donations**](http://forms.uct.ac.za/cd007.doc)

When Donations are received that need to be routed via the Development and Alumni department for issuing of a S18A certificate. |

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| --- | --- | --- |
| **Current Customer No.** | **PS Item Type Description** | **Item Type** |
| **Fund** | **CC** | **GL** |
|  | 11195 | Transcripts & Course Outlines | 004513 | REG1016 | 281 |
|  | 11196 | Application Fee | 008684 | FND1067 | 311 |
|  | 12546 | IAPO - SSA | 120045 | INT1010 | 393 |
|  | 28751 | Access Control Services | 310069 | BAS1136 | 740 |
|  | 11127 | Fees - Bursary External | 323310 | FND1089 | 595 |
|  | 12211 | Disability Unit | 009519 | SAF1027 | 680 |
|  | 37425 | Duplicate Certificates | 004513 | REG1016 | 281 |
|  | 11136 | Accounting Department | 232753 | ACC1057 | 680 |

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|  |
| Payee Details |
| Full Name |  | Staff / Student / ID Number |  |
| Contact Number |  | Email Address |  |
| Signature |  | Date |  |
| Payment Details |
|  | **Cash** | **Credit Card** | **Cheque** | **TOTAL** | **Description** |
| 1. Transcripts & Course Outlines
 |  |  |  |  |  |
| 1. Application Fee
 |  |  |  |  |  |
| 1. IAPO - SSA
 |  |  |  |  |  |
| 1. Access Control Services
 |  |  |  |  |  |
| 1. Fees - Bursary External
 |  |  |  |  |  |
| 1. Disability Unit
 |  |  |  |  |  |
| 1. Duplicate Certificates
 |  |  |  |  |  |
| 1. Accounting Department
 |  |  |  |  |  |
| **TOTAL AMOUNT DEPOSITED**  |  |  |  |  |  |