



FOR TIMELY PROCESSING, PLEASE ENSURE ALL NEEDED INFORMATION IS COMPLETE

*Bring deposits to the Bursar's Office*

Prepared By: \_\_\_\_\_ Extension: \_\_\_\_\_

Department: \_\_\_\_\_ Date Form Completed: \_\_\_\_\_

Description	Fund	Dept.	Account	Project	Amount
<i>*Sales Tax</i>	10	70210	200804		

*This is a deposit only with no PS entry required*

**DEPOSIT TOTAL**

<b>Deposit Items</b>	<b>Currency</b>	1	<i>Enter Currency Count</i>			<input style="background-color: #90EE90;" type="text"/>	
		2					
		5					
		10					
		20					
		50					
		100					
	<b>Coin</b>	1	<i>Enter Coin Count</i>				<input style="background-color: #90EE90;" type="text"/>
		.50					
		.25					
		.10					
		.05					
		.01					
<b>Checks</b> (Entering Checks in Check List utilizes a formula to enter the total)					<input style="background-color: #90EE90;" type="text"/>		
<b>DEPOSIT ITEMS TOTAL</b>					<input style="background-color: #90EE90;" type="text"/>		

*Discrepancy?*

\*Sales Tax Guidelines: Sales Tax applies regardless of whether the items you are selling are new, used, donated, or homemade. You have two options when selling products at APU. You may:

A) Charge the Sales Tax to the customer at the time of sale, OR

B) Back the Sales Tax out of the total sales once sales have been finalized. If you select Option B, you must post a sign that the general public can see saying "ALL PRICES OF TAXABLE ITEMS INCLUDE SALES TAX COMPUTED TO THE NEAREST CENT." You MUST select A or B, as it's the law in CA to pay Sales Tax on ALL product sales and the University is NOT exempt from this law.

Calculation examples: A) Tax added: Total selling price is \$10.95 (Product price: \$10.00 x .095 = \$0.95 tax to Sales Tax GL 10-70701-200804 and \$10.00 to your income GL) B) Tax included: Total selling price is \$10.00 (Product price: \$10.00 / 1.095 = \$9.13 to your income GL and \$0.87 tax to Sales Tax GL 10-70701-200804)

**Bursar's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Receipt #:** \_\_\_\_\_

## CHECK LIST

Description	Check No.	Amount
<b>Total Checks</b>		