



Form 2805 FR.01
Cash Sale Worksheet

Revised 5/15/2017

Intradepartmental Form

Forward this form together with Cash or Checks to your designated Cash Sale Specialist.
 Do not send this form to Treasury Services, except in the case of a network or computer outage.

Preparer Name: _____

Department: _____

Preparer Signature: _____

Date: _____

Phone: _____

1. Payer Name: _____

Description: _____

Charging Instructions										Checks	Cash
Yale Designated	Grant	Gift	Cost Center	Program	Project	Spend / Revenue Category	Ledger Account	Location	Assignee		

2. Payer Name: _____

Description: _____

Charging Instructions										Checks	Cash
Yale Designated	Grant	Gift	Cost Center	Program	Project	Spend / Revenue Category	Ledger Account	Location	Assignee		

3. Payer Name: _____

Description: _____

Charging Instructions										Checks	Cash
Yale Designated	Grant	Gift	Cost Center	Program	Project	Spend / Revenue Category	Ledger Account	Location	Assignee		

Total Checks:	
Total Cash:	
Grand Total:	

Questions? Contact agnes.siniscalchi@yale.edu