

Instructions

- 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:
 - o [SD002: UCT Receipt requisition](#)
When money, excluding donations, is received in a department and must be receipted on SAP
 - o [SD007: UCT Research receipt requisition](#)
When money for research purposes, excluding donations, is received in a department and must be receipted on SAP
 - o [CD007: Donations](#)
When Donations are received that need to be routed via the Development and Alumni department for issuing of a S18A certificate.

Office Use Only

Current Customer No.		PS Item Type Description	Item Type		
			Fund	CC	GL
1.	11195	Transcripts & Course Outlines	004513	REG1016	281
2.	11196	Application Fee	008684	FND1067	311
3.	28751	Access Control Services	310069	BAS1136	740
4.	12211	Disability Unit	009519	SAF1027	680
5.	37425	Duplicate Certificates	004513	REG1016	281
6.	11136	Accounting Department	232753	ACC1057	680

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					
2. Application Fee					
3. Access Control Services					
4. Disability Unit					
5. Duplicate Certificates					
6. Accounting Department					
TOTAL AMOUNT DEPOSITED					