

Babson College Cash Receipts Voucher

Account #

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Account/Department Name: _____

Transaction Description: _____

Checks: \$ _____ Cash: \$ _____ Cash/Chks Total: \$ _____

MC/Visa Batch Total: \$ _____ AmEx Batch Total: \$ _____
w/prior approval only

Prepared by: _____ Ext: _____ Date: _____

**Please forward cash and checks PROMPTLY to Financial Services, Nichols Bldg,
Forward ALL CREDIT CARD VOUCHERS within 3 bus. days.**

NEVER SEND CASH VIA CAMPUS MAIL!!!