

# References

**Please note: Support for Discretionary (FN057/Gift) Accounts should be processed through CAHNRS Alumni & Development.**

## **Local Deposits:**

Checks/cash can be taken to your local bank (Bank of America or US Bank) If you can deposit locally, please do. (Checks must be made out to WSU/your WSU Extension Office to be accepted for deposit.) You will then email the completed Cash Sale Record on the next page of this document and a copy of the bank deposit slip to [ebot.support@wsu.edu](mailto:ebot.support@wsu.edu).

## **Mailing Checks for Deposit:**

If you do not have a local bank to deposit at and you need to mail checks to be deposited - please mail the check(s) and a copy of the Cash Sale Record to the following address:

**WSU Extension  
ATTN: Keri LeForce  
PO Box 646248  
Pullman, WA 99164-6248**

## **Frequently used Revenue Categories:**

For more options, use the 'Revenue Categories' report in Workday

| <b>Revenue Category</b> | <b>Workday Description</b>                          |
|-------------------------|---|
| RC0060                  | Sale of Publications and Pamphlets                  |
| RC0062                  | Sale of Meat, Dairy, & Poultry Products (Honey)     |
| RC0063                  | Ticket Sales  |
| RC0065                  | Produce   |
| RC0066                  | Resale of Supplies and Materials                    |
| RC0070                  | Miscellaneous Service Fees                          |
| RC0071                  | Advertising   |
| RC0073                  | Other Sales & Services (Enrollment/Membership Fees) |
| RC0161                  | Expense Recoveries - Goods and Services             |
| RC0162                  | Expense Recoveries - Travel                         |
| RC0163                  | Expense Recoveries - Equipment                      |
| RC0164                  | Expense Recoveries - Purchased Services             |
| RC0224                  | Grant Program Income                                |

Please reach out to [ebot.support@wsu.edu](mailto:ebot.support@wsu.edu) with any questions about the deposit process.

# Cash Sale Record

| Department / County:   |   |  |  |             |      | Prepared By: |                          |  |        |
|--|---|--|--|-------------|------|--------------|--------------------------|--|--------|
| Tax Collected?   |   |  |  | Tax Code:   |      |              |                          | Date:  |        |
| Description<br><small>(please be specific so the appropriate Revenue Category is used)</small> | Revenue Category<br><small>(See previous page for common RCs)</small> | Spend Category<br><small>(if expense recovery)</small> | Project/<br>Program/Gift/<br>Grant Account # | Cost Center | Fund | Function     | Alt Worktag<br>(AF & EF) | Tax Amount<br><small>(if applicable)</small> | Amount |
|  |   |  |  |             |      |              |                          |  |        |
|  |   |  |  |             |      |              |                          |  |        |
|  |   |  |  |             |      |              |                          |  |        |
|  |   |  |  |             |      |              |                          |  |        |
|  |   |  |  |             |      |              |                          |  |        |
|  |   |  |  |             |      |              |                          |  |        |
|  |   |  |  |             |      |              |                          |  |        |
|  |   |  |  |             |      |              |                          |  |        |
|  |   |  |  |             |      |              |                          |  |        |
|  |   |  |  |             |      |              |                          |  |        |
|  |   |  |  |             |      |              |                          |  |        |
|  |   |  |  |             |      |              |                          |  |        |
|  |   |  |  |             |      |              |                          |  |        |
| <b>Total Cash:</b>   |   |  |  |             |      |              |                          |  |        |
| <b>Total Check:</b>  |   |  |  |             |      |              |                          |  |        |
| <b>Total Tax:</b>  |   |  |  |             |      |              |                          |  |        |
| <b>Total Amount:</b>   |   |  |  |             |      |              |                          |  |        |