

MISCELLANEOUS CASH RECEIPT FORM



Department of Executive Services
Finance & Business Operations Division
 ADM-ES-0600
 500 4th Ave
 Seattle, WA 98104
 cash.management@kingcounty.gov

Deposit Date _____

PAYMENT INFORMATION

Please submit signed forms to Treasury Cash Management. If the form is for EFT or deposited cash or checks, you may email to cash.management@kingcounty.gov. If the form is for cash or checks that have not been deposited, please deliver the form with payments to Treasury Cashiers at King County. Do not send the form through interoffice mail. For all questions call 206-263-2737

PAYMENT TYPE

Cash	Check	EFT	Total Amount

Note: Unless Account is an Expenditure, enter 0000000 under Bars. Special Districts only fill out Fund and Account

DISTRIBUTION INFORMATION

Line	Explanation/Description	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Amount
1							00000	
2							00000	
3							00000	
4							00000	
5							00000	
6							00000	
7							00000	
8							00000	
9							00000	
10							00000	

Amounts for each unique account coding string can only be used once so combine multiple payments with like coding.

Total

CONTACT INFORMATION Typed or Printed

Contact Name _____ Phone # _____ Ext # _____ Email _____
 Organization _____
 Approved by _____ Title _____ Date _____
 Print Name _____ Phone # _____ Email _____

FOR OFFICIAL USE ONLY

Date Accepted Date Entered Batch/Document # Entered By