

# 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<br>(9 digits) | Project<br>(7 digits) | Cost Center<br>(6 digits) | Account<br>(5 digits) | Bars<br>(7 digits) | Future<br>(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