

# MISCELLANEOUS CASH RECEIPT FORM



**King County**

Department of Executive Services  
 Finance & Business Operations Division  
 KSC-ES-710  
 201 S Jackson Street, Ste 710  
 Seattle, WA 98104  
 Email: [cash.management@kingcounty.gov](mailto:cash.management@kingcounty.gov)

Deposit Date \_\_\_\_\_

**PAYMENT INFORMATION**

Please submit forms to Treasury Cash Management. If the form is for EFT or deposited cash or checks, you may email [cash.management@kingcounty.gov](mailto: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, cash, or checks through interoffice mail.

**PAYMENT TYPE**

Cash	Check	ACH / Wire	Total Amount

Note: Unless the account is an Expenditure, enter 0000000 under Bars, Special Districts only fill out Fund and Account  
 Amounts for each unique account coding string can only be used once. Combine multiple payments with the same coding

**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								
2								
3								
4								
5								
6								
7								
8								
9								
10								
							Total	

**CONTACT INFORMATION** Typed or Printed

Contact Name _____	Title _____	Phone # _____
Organization _____	Email _____	
Approved By _____	Title _____	Date _____
Print Name _____	Email _____	Phone # _____

**FOR OFFICIAL USE ONLY**

Date Accepted	Date Entered	Batch/Document #	Entered By
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