

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

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. 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	EFT	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 _____