# GENERAL PAYMENT RECEIPT FORM

SUBMITTING PERSON: DATE & INITIALS:

PAYOR: \_ TOTAL AMOUNT:

\*\* This will be the primary description for potential refund purposes. \*\*

GL ACCOUNT NUMBER(S) / PAYMENT CODE(S):

PROJECT #:

AMOUNT(S):

\_ \_

RECEIPT #: PAYMENT DESCRIPTION (OPTIONAL):

 \_ RETURN RECEIPT \_

(Y/N):

*Checks payable to: City of Thousand Oaks.*

*Submit completed form with tender to Finance Cashier.*

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