

**Form 8300 Tracking Spreadsheet – For Educational Payments**  
**(Refer to AP 8.760 for additional information)**

Department:	
Prepared by:	
Phone:	
Reviewed by:	
Supervisor signature:	

Student's Name (Last Name, First Name, M.I.)*	
Date of Birth (MM/DD/YYYY)	
Banner Student Number	
Taxpayer Identification Number (TIN)	
Term (i.e. Spring 20XX)	
Individual's Address	
<u>Identification Document Information:</u>	
Type (i.e. Driver's license, passport, etc.)	
Issuer	
Document Number	

\* If the transaction was conducted by a person on behalf of the student, obtain the above information for both student and person conducting the transaction.

<u>Date Cash Payment Received</u>	<u>Amount of Cash Receipt</u>
Total Cash Received	

Signature: \_\_\_\_\_

**Form 8300 Tracking Spreadsheet – For Retail Sale of Consumer Durables, Collectible,  
Travel or Entertainment Activity  
(Refer to AP 8.760 for additional information)**

Department:	
Prepared by:	
Phone:	
Reviewed by:	
Supervisor signature:	

Description of Item(s) Purchased	
Individual's Name (Last Name, First Name, M.I.)*	
Date of Birth (MM/DD/YYYY)	
Occupation	
Taxpayer Identification Number (TIN)	
Individual's Address	
Identification Document Information:	
Type (i.e. Driver's license, passport, etc.)	
Issuer	
Document Number	

\* If the transaction was conducted on behalf of another individual, obtain the above information for both parties.

Date cash payment received	Amount of cash or currency equivalent (i.e. money order, bank draft, cashier's check, traveler's check) receipt	Type of cash received (i.e. currency, money order, bank draft, cashier's check, traveler's check)	Issuer Name and Serial number of money order, bank draft, cashier's check, traveler's check)
Total Received			

Signature: \_\_\_\_\_