

Department No.:

Left blank

Department Date:

Date created C-53

SFX	TC	F	YR	APP	D	SOURCE/ OBJECT	COST CENTER
XX	XXX	X	XX	XXX	XX	XXXX	XXXX
DATE CANCELLED		DATE OF CHECK		CHECK F		NUMBER	
MM/DD/YY		MM/DD/YY		X		XXXXXXXXXX	

A	B	C	D	E	F	G	H
01	722	T	19	915	M	9200	050
05/20/19		11/15/18		P	08012309		

A B C D E F G H
01 722 T (last 2 digits of fiscal year) 915 M 9200 050

Date created C-53

Date on check P

Last digit of the fiscal year

First 7 digits of the check # starting from the right and moving towards the left

PAYROLL
FUND

Comptroller Date:

MM/DD/YY

Payroll

PROJECT		DEPT	G/L	S/L	REFERENCE DOCUMENT		VENDOR	
NUMBER	PH	ACT	ACCT.	ACCT.	NUMBER	SFX	NUMBER	SFX
XXXXXX	XX	XXX	XXX	XXXXXX	XXXXXXXXXX	XX	XXXXXXXXXXXX	XX
AMOUNT		M O D	OPTIONAL DEPARTMENTAL DATA			REASON		
XXXXXX	XX	X	X (22)					

365 if check date is this fiscal year

375 if check date is last fiscal year

		365					
1,473	29					VOUCHER 000015	

Amount of check

Name on check

Reason (simple)

Exactly as on check OR

First initial Last name if doesn't fit

OVERPAYMENT

TOTAL: \$1,473.29

Total (even if only 1 check)

Reason for why typing C-53. Be as detailed as possible.

CC: DAGS CENTRAL PAYROLL

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DAGS CP - DS

Dept. and initials of who typed up C-53

HEAD OF DEPARTMENT

DATE

Have it signed by supervisor. This is so Central Payroll knows who to send C-53 back to if it needs corrections.