



OFF CAMPUS SALE DETAILS

Date of Sale:

Dept. Name:

Your Name:

Phone:

PURCHASER DETAILS:

Street Address

City

State

Zip Code

Country

PAYMENT DETAILS:

Total Paid

Payment method:

Entity:

Dept:

Fund:

Designation:

Account:

Purpose:

Activity:

Miscellaneous Receipt Transaction ID:

What was sold:

Instructions:

Fill out all fields above for any sale that occurs outside the Waco or Nursing School campuses.

Print the form to PDF and forward to Financial_Services@baylor.edu.

When processing the payment, do NOT take out tax.

A monthly entry will be processed by Central Finance to allocate the necessary taxes due from revenue to the tax account.

The taxes are based on the address listed in the Purchaser Details section of this form.

Keep a copy of the form for your records.