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Department Deposit Transmittal Form

DEPOSIT ACCOUNT - Chartfield or Quick Code (QC) Chartfield format: ACCOUNT- FUND- DEPT ID- PROGRAM- PROJECT QC (if applicable): 3 or 4-digit numeric QC	Cash Deposit Amount*	Check Deposit Amount*	Check Date**	Credit Card Deposit Amount***	Deposit Reference

Instructions:

1. List payments separately for each deposit account. Multiple payments for one deposit account should be combined on one row.

2. Complete the deposit summary.

3. Sign and date the transmittal and submit to One-Stop Financial Services, Student Service Building room 2380.

4. Accounting will verify the deposit amount before processing and will contact the depositing department if the deposit cannot be processed for any reason.

*Collections are to be deposited at One-Stop Financial Services at least weekly or whenever collections exceed $1,000. No accumulated receipts for any amount shall remain un-deposited more than five (5) business days. Endorse checks immediately; stamp account number and bank name on the back of each check.

** Post-dated and stale-dated checks (checks dated 180+ days prior to today's date, or as otherwise specified on the check) will be returned to the depositing department.

***Regardless of amount, credit card settlement receipts must be delivered to One-Stop Financial Services on the same business day.

One-Stop Financial Services Verification

Verified By: _____

Date Received: _____

Deposit Summary:	
Total Cash Amount:	
Total Check Amount:	
Total Credit Card Amount:	
Deposit Total:	

Depositing Department Information

Signature of Preparer: _____

Signature of Supervisor: _____

Department: _____

Phone: _____

Date Submitted: _____