



Department Transmittal for

Department name _____

Purpose of Funds*

*Required field

Reason funds were collected _____

Example of Purpose: "Rental of Student Union; set up & food provided"

Enclosed, please find the following funds:

		<u>Amount</u>
	Loose Coin	\$ _____
	Rolled Coin	\$ _____
	Currency	\$ _____
# of checks	_____ Checks	\$ _____
	Wire	\$ _____

DEPOSIT TOTAL

Please credit the following account(s):

Account number

<u>Fund</u>	<u>Program</u>	<u>Class</u>	<u>Dept</u>	<u>Proj</u>	<u>Account</u>	<u>Amount</u>
_____	_____	_____	_____	_____	_____	\$ _____
<u>B B B B B B B B B</u>	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
<u>TOTAL ACCOUNT CREDITS</u>						\$ _____

Signature _____

Date _____