



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>
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
<b><u>TOTAL ACCOUNT CREDITS</u></b>						<b>\$ _____</b>

Signature \_\_\_\_\_

Date \_\_\_\_\_