BUSINESS OFFICE RECEIPTS TRANSMITTAL

DATE DEPARTMENT			INSTRUCTIONS All information must be completed & signed by two staff members to be accepted by the cashier					
PREPARED BY								
				Deposits should be delivered to the cashier by 3p.m. daily to ensure timely bank deposit				
VERIFIED BY				Checks attached to this form may be (but is not recommended) sent to Business Office via interoffice mail				
PHONE			DO NOT SEND CASH-hand deliver to Business Office					
			Check to ensure that GL account numbers/names are complete/correct					
		Use more than one page if necessary						
	GL ACCOUNT OR ID # *		ACCOUNT OR STUDENT NAME *					
	Amount							
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		•	TOTAL: \$	0.00				

^{*} REQUIRED INFORMATION