



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

Signature \_\_\_\_\_

Date \_\_\_\_\_