University of Mary Washington
Accounting

Cash and Credit Card Transmittal Form

Instructions

Complete this Transmittal Form when depositing cash, checks and credit cards for daily deposit to the Cashier's Office, Lee Hall 206, per UMW's Policy for Handling Incoming Payments. Additional transmittal forms can be attached, if needed.

Transmittal Code:	**Transmittal #:**
Date:	**By:**

Department:
For:
From:

Fund	Org	Account	Program	Activity	Description	Cash & Check	Credit Card	Total
					Totals:			

Cash		
Bill	#	Amount
$100		$0.00
$50		$0.00
$20		$0.00
$10		$0.00
$5		$0.00
$2		$0.00
$1		$0.00
Cash Total:		**$0.00**

Coin		
Coin	#	Amount
Dollars		$0.00
Halves		$0.00
Quarters		$0.00
Dimes		$0.00
Nickels		$0.00
Pennies		$0.00
Coin Total:		**$0.00**
Cash/Coin Total:		**$0.00**

Checks		
Check #	Name / ID	Amount
Checks Total: *(Including additional checks from page 2 if needed.)*		

Cash/Coin/Check Total:	**$0.00**
Credit Card Total:	
Transmittal Total:	**$0.00**

I verify that the above figures constitute true and accurate accounting of sales and receipts for this period.
Initial: **Date:**

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Additional Checks

List additional checks below. Total check amount will be reflected in page 1 Checks Total section.

Checks		
Check #	Name / ID	Amount