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:

Amount

Loose Coin	$_____
Rolled Coin	$_____
Currency	$_____
Checks	$_____
Wire	$_____

# of checks _____

DEPOSIT TOTAL

Please credit the following account(s):

Account number

Fund	Program	Class	Dept	Proj	Account	Amount
_____	_____	_____	_____	_____	_____	$ _____
B B B B B B B B B	_____	_____	_____	_____		$ _____
_____	_____	_____	_____	_____	_____	$ _____
_____	_____	_____	_____	_____	_____	$ _____

TOTAL ACCOUNT CREDITS **$ _____**

_____   _____
Signature   Date