

**Instructions
for the
Cash
Transmittal
Sheet**

Instructions:

All information must be completed & signed by two staff to be accepted by the cashier

Deposits will be accepted by the cashier between 3:00 pm & 4:00 pm daily

Checks attached to this form may be sent to Bursar's Office via interoffice mail

DO NOT SEND CASH-hand deliver to Bursar's office

Be sure that your account numbers are completed/correct

- 1. Two staff members must sign and verify the contents of the deposit to ensure the amounts and account numbers are correct. If there is a discrepancy with the deposit it could delay the funds from being deposited in your account.**
- 2. NEVER send cash interoffice. The Cashier's Office is not responsible for cash sent through the interoffice mail.**
- 3. Please call 5214 to make deposits other than the allotted time of 3:00 to 4:00.**
- 4. Copies of all transmittals, checks and credit card authorizations should be made for backup purposes in case information is lost or stolen during transit.**