Cash/Check/Credit Card Transmittal

Date: _____

Department: _____

Prepared by: _____ ext._____

Amount Of:

Coin: _____

Cash: _____

Check: _____

Visa/MC/Discover: _____

Cash/Coin/Check/CC Total: _____****

Purpose:_____

Banner Account Numbers to be Credited:

Fund (4 digits)	Org(4 digits)	Acct (4 digits)	Amount

_ _____
Budget Total ****

<u>**Coin/Cash/Check/CC total must agree with Budget Total</u>**

<u>Cash/Check/Credit Card Deposits</u>

- All deposits must be hand delivered to the Cavalier Express Center within 1 business day of receipt of coin, cash, check or credit card transactions.
- Each deposit must be accompanied by a transmittal form completed with department name, preparer, amount, purpose, and correct Banner budget number to credit.
- All transmittal forms must be signed on the prepared by line.
- List the individual amounts for checks, cash, coin, and credit cards on the appropriate lines.
- An adding machine tape of all checks must be attached to the transmittal form. A list can also be prepared in writing or on a spreadsheet.
- Only cash/coin will be verified at the time the deposit is brought to the Cavalier Express Center; check and credit card total amounts will be verified when the deposit is made by the Cavalier Express Center staff.
- Deposits are made within 1 business day of receipt and a Cavalier Express Center receipt will be sent to the department to verify the transaction. If there are any discrepancies, the department will be notified by phone.
- If cash/coin is present, please provide 2 copies of the transmittal form. One will be returned to you as verification for receipt of these amounts.
- All coins must be wrapped in coin wrappers. These can be obtained in the Cavalier Express Center.
- Any credit card deposits, Visa, Master Card, and Discover only, must include card holder's name, account number, expiration date, number portion of street address and zip code.
- Due to the Card Holder Information Security Program (CISP), copies of credit card information cannot be kept in the department that received the transaction. Any credit card information will be maintained in the Cavalier Express Center for 6 months.

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(Initialed-Cash/Coin Verified - Cavalier Express Center)