

\*\*\*\*\* DO NOT PRINT \*\*\*\*\*

The Cash Transmittal Form is a two-page, duplicate form with a white top page and yellow bottom page. The image below is for reference only. If you do not have an original Cash Transmittal Form, please contact Nita Ellis, Accounting Supervisor, at [nellis@stetson.edu](mailto:nellis@stetson.edu).

Submit the complete form (both pages) with the deposit. The yellow copy will be returned for your records.

STETSON UNIVERSITY FINANCE OFFICE CASH TRANSMITTAL FORM - DEPARTMENTAL RECEIPTS							
DEPARTMENT	_____	DATE:	_____				
PREPARED BY	_____	EXT:	_____	BOX:	_____		
	PRINT NAME						
MONEY RECEIVED FROM NAME	PAYMENT DESCRIPTION	FUND	ORG	FOAPAL ACCOUNT	PROG	LOC	AMOUNT RECEIVED
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
CASHIER:	_____	RECEIPT #	_____	DATE:	_____	TOTAL \$	_____