



Bursar's Office

One Time Deposit Transmittal

Date \_\_\_\_\_

Department \_\_\_\_\_

Mail Drop # \_\_\_\_\_

Prepared by (print) \_\_\_\_\_

Extension \_\_\_\_\_

Reference \_\_\_\_\_

Fund (5 digits)	Program (5 digits)	Class (5 digits)	Department (7 digits)	Project (3-15 digits)	Account (6 digits)	Description	Amount
<b>Total</b>							\$ -

<b>Total Cash</b>	
<b>Total Checks</b>	
<b>Total Wires</b>	
<b>\$ -</b>	<b>Total Deposit</b>

Both totals must match