

SOUTH CAROLINA STATE UNIVERSITY

DEPOSIT TRANSMITTAL FORM

All University Revenue (cash, approved checks, money orders, and/or cashier's checks) are required to be deposited with the Cashier's Office on the day of receipt by 4:00pm. Cash, money orders, or approved checks received over the weekend should be deposited on the next business day by 4:00pm. Depositors are required to wait for a receipt from the cashier at the time of deposit.

DATE: _____

TO: CASHIER'S OFFICE

FROM: _____ Phone no.: _____

The following items are for deposit:

Cash/checks Received from: _____

Cash	\$
Checks	\$
Credit Cards	\$
Total for deposit	\$

Checks breakdown:

Check No.	Date	Amount

GL Posting Description (Indicate name of payer and nature of payment)

Accounting: _____ Detail code: _____

Note: Indicate accounting entry below if there is no detail code

	Fund	Index	Account	Description
Debit	990000		10118	Cash – Revenue Clearing
Credit				

Prepared by: _____ Checked by: _____

Received by: _____ Receipt No. _____ Fed doc No. _____