

TEXAS WOMAN'S UNIVERSITY

GUIDELINES FOR USE OF CASH/RECEIPTS TRANSMITTAL

ALL DEPOSITS PRESENTED TO THE CASHIER'S OFFICE MUST BE ACCOMPANIED BY A CASH/RECEIPTS TRANSMITTAL

1. Each transmittal should include the date of preparation.
2. The department making the deposit should be filled in.
3. The person preparing the deposit should sign the transmittal.
4. Enter the phone number of the preparer.
5. The preparer may enter any comments pertaining to the deposit in this field.
6. In the Collection Summary area, enter the amount beside each type of currency that is contained in the deposit.
7. Coins-Total of all coin.
8. Currency-Total of all denominations of currency. (Money orders are considered as CHECKS, not currency)
9. Checks-Total of the list of checks for the deposit. Checks should be added twice for verification of the total. The following items are included with checks: Cashier's Checks, Certified Checks, Money Orders, Traveler's Checks, and Personal Checks.
10. The total cash amount entered here is a total of all coins, cash and checks.
11. Under Credit Cards, enter the total amount for each type of credit card that is part of the deposit.
12. Enter the total of all Credit Cards.
13. Total all types of payments received for a grand total of collection.
14. The appropriate Oracle department revenue account(s) and the corresponding amounts for each account should be entered.
15. The amount of total collections and total deposit should balance.
16. The Cash Transmittal Form will be returned when processed by Bursar's Office with document number and date for departmental records.