

## Directions for Completion of Deposit Transmittal

- Complete department name, deposited by, contact phone number , date and budget year
- Total cash and place on line 1 – write cash, amount and GL Account #, project code if necessary and description of event
- List each individual check, amount, & GL Account #, project code if necessary and description of event
- Total cash and checks
- Bring completed form to Student Accounts, located in Averett Central
- Amounts will be verified at the time the deposit is dropped off and will be signed by Student Accounts representative and the person dropping off the deposit