Transmittal of Funds: Instructions

About the Form:

The Transmittal of Funds form should accompany all cash, checks or bankcard payments that SPU departments bring to the Finance Office for deposit. The purpose of the form is not only to document the deposit, but also to indicate where the funds should be allocated.

Preparing the Cash, Checks, and/or Bankcards:

- Checks should be arranged in order from smallest amount to largest. If you have many checks of the same amount, group them together. Accuracy is our goal.
- For cash . . . Roll coins if possible. Arrange bills heads up, all heads in the same direction. Group and band bills as follows:

Bill	Band in Groups of . . .	Dollar Amount of Each Group
$1	25	$25
$5	20	$100
$10	20	$200
$20	25	$500
$50	20	$1000

- If you accept bankcards, the following information must be collected from the cardholder and transmitted to the Finance Office: the card number, the expiration date, the name on the card, and the zip code used in billing the credit card. In addition, your department should collect the phone number and address in case the card is not good. You should have a system to record this information for you and the cardholder. Bank-provided forms may be used, or you may devise your own form.

Instructions for Completing the Form:
(The blue numbers correspond to the sample form below.)

1. Describe the payment. Be as complete as you can, using up to 25 characters, so that you and the accounting department can remember what the payment is for. If this is a reimbursement, please include the name of the vendor that the items being reimbursed were purchased from.
2. Name of the department submitting the deposit
3. Today's date
4. Name of the individual who should be contacted with any questions regarding this deposit (this person will also be sent the Banner receipt unless otherwise specified)
5. Phone extension of the campus contact
6. Check the boxes as appropriate. If this is a reimbursement, be sure to give an explanation in the lines provided below.
7. If you're "depositing" a bankcard payment, list all necessary processing information here (cardholder's name, credit card number, expiration date, amount and zip code). For checks, list checks individually here, *or* submit a calculator tape or spreadsheet listing the check amounts.
8. 6-digit fund number that this deposit should be allocated to (you can list multiple fund-org-account combinations)
9. 4-digit org number that this deposit should be allocated to (you can list multiple fund-org-account combinations)
10. Give the 5-digit account number that this deposit should be allocated to. You can list multiple fund-org-account combinations. *Please note: Expense accounts (account numbers beginning with "7") should not be deposited into unless the deposit is a direct reimbursement. If your deposit is a direct reimbursement, please make sure you use the exact fund-org-account combination that the expense was originally charged to. Also note: ID accounts (account numbers beginning with "8") can never be deposited into. If your deposit is a reimbursement for an ID charge, you'll need to use a revenue account code.*
11. Activity code (if applicable)
12. Next to each fund-org-account combination, list the amount being deposited to that combination.
13. Give a cash total amount.
14. Give a check total amount.
15. Give a bankcard total amount.

16. This is a grand total of all checks, bankcards and cash being deposited. On the online Excel form, this will total automatically.

17. Additional explanatory information

18. This is for Finance Office use only. The receipt number we stamp here will match the Banner receipt number that we send to the Contact person.

19. The online Excel version of this form has a duplicate copy on the right-hand side. It will fill automatically as you type in the left-hand side.

Seattle Pacific UNIVERSITY

Transmittal of Funds

Finance Office (206) 281-2066

Request for Receipt

Payment from / for: 1

(abbreviate to 30 characters)

Department: 2 Date: 3

Campus Contact: 4 Phone: 5

6

☐ This is a Refund / Reimbursement.

IF THIS IS A REIMBURSEMENT, PLEASE GIVE AN EXPLANATION BELOW.

☐ Yes, I would like a receipt.

Check Name, Cash, or Bankcard w/ Exp. Date	Fund	Org	Account	Activity	Amount
7	8	9	10	11	12
		Total Cash $			13
		Total Checks $			14
		Total Bankcards $			15
			TOTAL: $	16	

17

Receipt # 18

Seattle Pacific UNIVERSITY

19 COPY

Transmittal of Funds

Finance Office (206) 281-2066

Request for Receipt

Payment from / for:

(abbreviate to 30 characters)

Department: Date:

Campus Contact: Phone:

☐ This is a Refund / Reimbursement.

IF THIS IS A REIMBURSEMENT, PLEASE GIVE AN EXPLANATION BELOW.

☐ Yes, I would like a receipt.

Check Name, Cash, or Bankcard w/ Exp. Date	Fund	Org	Account	Activity	Amount
		Total Cash $			
		Total Checks $			
		Total Bankcards $			
			TOTAL: $		

Receipt #