

THE CLAREMONT COLLEGES CASH RECEIPTS TRANSMITTAL FORM

COLLEGE: _____ DEPARTMENT: _____ EXT.: _____
 PREPARED BY: _____ DATE: _____
 Delivered To/Received By: _____ Date Received: _____

CURRENCY DETAIL:

| | | | | | | | |
|---------------|---|-------|----|------------------|---|-------|----|
| Coins: | | | | Currency: | | | |
| 0.01 | X | _____ | \$ | \$1.00 | X | _____ | \$ |
| 0.05 | X | _____ | \$ | \$5.00 | X | _____ | \$ |
| 0.10 | X | _____ | \$ | \$10.00 | X | _____ | \$ |
| 0.25 | X | _____ | \$ | \$20.00 | X | _____ | \$ |
| 0.50 | X | _____ | \$ | \$50.00 | X | _____ | \$ |
| 1.00 | X | _____ | \$ | \$100.00 | X | _____ | \$ |
| Total Coins | | | | Total Currency | | | |

TOTAL COIN & CURRENCY \$ _____

CHECKS DEPOSIT: *List of checks and adding machine tape must be attached*

| | | | | | |
|-----------------------|---------------------|-------|-------|--------------|----------|
| Checks | | Count | _____ | Total Amount | \$ _____ |
| Foreign Items: | Drafts/Mny Odrs/Cks | Count | _____ | Total Amount | \$ _____ |

BANKCARD TRANSMITTAL BATCHES:

| | | | | |
|------------------|-------|-------|--------------|----------|
| VISA/MASTERCARD | Count | _____ | Total Amount | \$ _____ |
| American Express | Count | _____ | Total Amount | \$ _____ |

DEPOSIT TOTAL (Must equal G/L distribution total) \$ _____

G/L Account Distribution:

| Cash Code* | Account Number | Payer/Description | Amount |
|---|----------------|-------------------|--|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | \$ _____ |
| _____ | _____ | _____ | \$ _____ |
| *see code listing for selections | | | TOTAL DISTRIBUTION (Must equal deposit total) |
| | | | \$ _____ |