

St. Norbert College Deposit Transmittal Form

For audit, documentation and accountability purposes, it is strongly recommended that any physical transfer of funds to the Bursar Office (Todd Wehr 127) be accompanied by a completed Deposit Transmittal Form.

All deposits should be hand delivered to a Bursar Office employee. The depositor is responsible for obtaining a receipt. This is very important to protect both depositors and the Bursar Office.

Transmittal Date: _____ Transmitting Department or Unit: _____

Signature of person responsible for deposit: _____

Purpose of funds: _____

Checks and Money Orders: _____

Currency and Coins: _____

Other: _____

Total Transmittal: _____

Banner Account Distribution

Fund (6 digits)	Organization (6 digits)	Account (6 digits)	Amount
Sales Tax 5.5% (if applicable, Finance will code)			
Total (must equal Total Transmittal above)			