



PRESBYTERIAN COLLEGE

Cash Receipt Transmittal

This form is used when submitting coins, currency, checks, and/or money orders for deposit. Complete all sections of the form. Please be sure to record the orgn and account the funds are to be credited to along with a brief description of the deposit. A receipt will be issued by the cashier for you to compare to your records.

Business Office Use Only

Receipt # _____

Date Received _____

Date ____/____/____

Received from _____ Department

Prepared by _____

For (Name of Event or Other Description. Give specific details.)

Account to be credited: - Fill in Fund only if other than Fund 1000 and Program only if other than the Orgn default.

Fund	Orgn	Acct	Prog	Amount	Desc
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	

Cash Recap: Cash \$ _____ Checks \$ _____ Total \$ _____

**Please send cash and checks to the business office promptly. DO NOT HOLD.
SUBMIT A COPY TO THE CASHIER; RETAIN A COPY FOR YOUR RECORDS**