

**CLAREMONT COLLEGES
CASH RECEIPTS TRANSMITTAL FORM**

Prepared By _____	Department _____	Extension _____
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
	Fund	Unit	Object		
_____	-	-	_____	_____	_____
_____	-	-	_____	_____	_____
_____	-	-	_____	_____	_____
_____	-	-	_____	_____	_____
_____	-	-	_____	_____	_____
_____	-	-	_____	_____	_____
_____	-	-	_____	_____	_____
_____	-	-	_____	_____	_____

* Click on link for [cash codes](#).

TOTAL DISTRIBUTION (Must equal deposit total) _____