**William and Mary**

**Deposit Transmittal Form**

 **INSTRUCTIONS**

The Deposit Transmittal Form should be used to record and submit all deposits to the College. Step by step instructions for completing the form are described below.

1. Complete the Deposit Transmittal Form.
2. Attach all related correspondence to the Deposit Transmittal Form. Keep a copy of all for departmental records.
3. Submit the Deposit Transmittal Form and related correspondence to the Cashier’s Office for processing with the funds to be deposited. This should be done in person.
4. **Please deposit FOUNDATION checks received from any of the College’s foundations on a separate deposit transmittal to facilitate processing by the Cashier’s Office. You may have multiple lines of Index/Account activity on a deposit transmittal for Foundation check deposits but do not include any other checks on the same deposit transmittal.**

**Field Instructions**

Departmental Transmittal Number Enter your departmental ID number for this deposit transmittal.

 Transmittals should be numbered sequentially each fiscal year.

Transmittal Date Date on which the deposit is being submitted to the Cashier’s Office.

Prepared By Person to be contacted if there are questions concerning this deposit. Preparer needs to sign signature line before handing off transmittal to reviewer.

Department Department submitting the deposit.

Campus Address Campus address of the person submitting the deposit. This will be used to send a receipt if you do not wish to wait for the deposit to be processed.

Phone Number Phone number of the person submitting the deposit.

Item No. Enter sequential numbers for each item being deposited to a Banner fund/index and account. Items may be consolidated as long as they have the same fund/index, account, and donor or source of receipt.

**Banner Account Distribution**

* Chart of Accounts Enter the code for the Banner chart of accounts referenced by the

 transaction. W=William and Mary, V=VIMS, E=Endowment,

 L=Law School Foundation.

* Fund or Index Enter the Banner fund or index number (translated from the FRS

 account number). This will always be 6 digits/characters.

* Account Enter the Banner account number (translated from the FRS

 Subcode/object code). This will always be 6 digits/characters.

* Activity For those departments using pre-assigned activity codes

Donor or Source of Receipt Enter the source of the deposit (either a person’s name or a description of the source if items are consolidated).

**Field Instructions**

Amount Enter the amount being deposited for the item.

Overage/Shortage If you are a department that is operating a change drawer, you must report overage/Shortage amounts from your operational change. Contact the Bursar’s Office for creation of appropriate accounts/index to charge and for more instruction on reporting the over/short amount on your deposit transmittal. Contact the Cashier’s Office directly at #11227 for further assistance.

Reviewer/Signature A peer partner in your department needs to be assigned to review your deposit transmittal and certify that the amount of cash, checks, and credit totals that your deposit transmittal states is attached to the transmittal prior to it leaving your deposit area. Please print name and provide signature.

Departmental Notes: Please insert brief description of deposit activity (i.e. revenue, reimbursements)

Checks and Money Orders Enter the total dollar amount of checks and money orders being

 deposited for all items with this transmittal.

Currency and Coins Enter the total dollar amount of currency and coins being deposited with this

 transmittal.

Credit Cards Enter the total dollar amount of credit card receipts being deposited

 for all items with this transmittal.

Total Deposit Enter the total amount for all items on the deposit transmittal.