

ATHLETIC CENTER DEPOSIT TRANSMITTAL

FY 2006-2007

TO: **Business Office**

Batch Number: Ath # _____

From: **Athletics**
Martha Belk

Date: _____

Income:

Cash \$ _____

Checks \$ _____

Subtotal \$ _____ (Should equal Bank Deposit)

Total Deposit \$ _____

Reconciliation

Account #	Amount Received	Explanation (if applicable)
TOTAL\$		

Check when completed

- FAX Deposit Transmittal (reconciliation sheet) to Business Office (FAX NO) 678-6395
- Send Email notification to Loren Elwell or Tammy Grill.
- Reply received from Loren or Tammy that Fax was received.
- Have deposit verified, signed and dated below. Place deposit in bank bag, lock and notify Security to pick up.
- When bank bag returns, attach bank's deposit slip to original Deposit Transmittal, daily reconciliation reports, receipts and any other supporting documentation, Send to Business Office.
- Place a complete copy of deposit and all documentation in Athletic notebook.
- Check FRS to make sure deposit has been added to correct account.

Cashier/Athletic Department Depositor

Date _____

Athletic Department Verifier

Date _____