

Transmittal for Deposit

Effective Date: Treasury

Procedure: Preparing Cash Receipts for Deposit

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Guideline Recommendations

The Transmittal for Deposit form should accompany any cash receipts, including category refunds and category expenditure reimbursements, to be deposited into the Research Foundation (RF) bank account. Centralized and decentralized operating locations should use the form when sending cash receipts to Central Office (CO) Treasury or to the appropriate operating location office.

For more information, refer to the procedure [Preparing Cash Receipts for Deposit](#). For further instructions on handling category refunds and reimbursements, refer to the [Category Refund or Reimbursement Processing procedure](#).

The following table describes fields to be completed before submitting the [Transmittal for Deposit](#) form:

Note: When using the form for category refunds or category expenditure reimbursements, include the following information in addition to the fields described below:

PTAEO (expenditure date must be within the award period)

Supplier (Payer) and site

Amount of the check or cash

Field	Valid Field Options
Effective Date	Day, month, and year the transmittal is sent to CO Treasury.
Prepared by	Name of person responsible for organizing the cash receipts and recording them on the form.
Phone	Telephone number of person to contact if CO Treasury has a question about the form and cash receipt submission.
Email	Email address of person to contact if CO Treasury has a question about the form and cash receipt submission.
Approved by	Name of person who oversees the cash receipts submission and has approved the submission by initialing the form. The person who approves the form should NOT be the person who prepares the form.
Award	Number of the award to which the cash receipt will be applied. The award number should also be written on the back of the check or on the front of the check in the notes area.
AR Invoice Number	Number of the Accounts Receivable invoice to which the cash receipt will be applied.
Short Name	Award's short name

Field	Valid Field Options
Customer	Funding source of the Award The payer of the check is not necessarily the sponsor. For a cash receipt to be applied to an Award, the payer of the check must be a sponsor in the customer file, or must have a relationship established in the customer file with the sponsor of the Award. Refer to the procedure Customer (Sponsor) Record Updates.
Amount	Dollar amount of the individual cash receipt
Number of checks submitted this sheet	Total number of cash receipts listed on the form. Multiple forms may be submitted at one time for the same deposit. Each form should be handled separately.
Total \$	Dollar amount total for the cash receipts listed on the form Multiple forms may be submitted at one time for the same deposit. Each form should be handled separately.

Related Information

[Preparing Cash Receipts for Deposit](#)

[Category Refund or Reimbursement Processing](#)

[Record Retention for Account Expenditure Records](#) for information on retention of documentation for cash receipts.

[Customer \(Sponsor\) Record Updates](#)

Forms

[Transmittal for Deposit form](#)

Change History

Date	Summary of Change
October 17, 2016	Updated links and revised document to comply with guideline template.
August 2, 2005	Minor revisions due to referenced document name change
May 16, 2001	New document

Feedback

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