BILLING RECEIVABLE SYSTEM

<u>BATCH TRANSMITTAL FORM</u>

ORIGINATING DEPT: _____

ORIGINATOR NAME: _____

BATCH DESCRIPTION: _____

TOTAL RECORD COUNT: _____ <u>NET</u> RECORD DOLLARS: $ _____

TOTAL DEBIT COUNT: _____ TOTAL DEBIT DOLLARS: $ _____

TOTAL CREDIT COUNT: _____ TOTAL CREDIT DOLLARS: $ _____

COMMENTS: _____

_____

_____

_____

_____

_____

_____

_____

BATCH AUTHORIZED BY: _____

DATE

For Billing and Receivables Office Use Only

Date Received   Batch ID: _____

Batch Count: _____

Batch Total: _____

Batch Date: _____

Batch Entered By: _____