

Completing Cash Transmittal Forms

[illegible]

The items numbered below correspond to those printed on the cash transmittal (Form UoW 1394). Forms are available at <http://www.washington.edu/admin/pubserv/forms/index.html>.

1. **Cash Transmittal number:** Every CT has a number in the top right hand corner.
2. **Attached is the following:** Indicate whether cash (coins and currency) OR checks are being transmitted.
3. **Deposit only:** Used only by accounting offices. Otherwise, N/A.
4. **Date:** Date the form is prepared.
5. **Deposit in: Bank Code:** Used by direct depositors.
6. **Deposit in: Bank Deposit Sequence #:** Used by direct depositors.
7. **Deposit in: Bank Account Name:** Used by direct depositors.
8. **Fund Budget No:** Indicate the budget number to which the deposit will be applied.
9. **Budget Title:** Indicate the complete budget title.
10. **General Ledger:** Indicate revenue code if the pre-assigned revenue code is different from the one applicable to this transaction. Otherwise, this item should be left blank. Use the Online Financial Information System (OFIS), screen SM3400, or call Financial Accounting at 221-7845 for the pre-assigned revenue code.

11. **Cost Accounting Only:** Do not use.
12. **Amount:** Indicate the amount of the deposit, minus the sales tax. If sales tax is included in the payment, it should be recorded at the bottom of the "Amount" column in the "Sales Tax" field. Enter the **total** amount of the deposit in the "Total" field (including sales tax, if applicable). Note: The total amount shown on the cash transmittal must equal the total amount of the check and currency to be deposited.
13. **Invoice Number:** This item is for designating a student number or an invoice number. Information in this field will be reflected on the BAR.
14. **Name of Payor/Donor:** Indicate full or abbreviated personal or organizational name. Information in this field will be reflected on the BAR.
15. **Check Number/Check Date:** When multiple checks are being deposited as a single line entry to the budget, a separate list containing each check amount should accompany the cash transmittal.
16. **Sales Tax:** If sales tax is charged for items on the Cash Transmittal, it is recorded in this field. *
17. **For:** Indicate a source of revenue.
18. **Departmental Authorized Signature:** This field must be signed by the authorized departmental depositor in order to attest to the accuracy of the information.
19. **Box Number:** Indicate the box number of the transmitting department.
20. **Transmitting Department:** Indicate the department preparing the cash transmittal.
21. **Phone No:** Indicate the phone number of the authorized depositor in the transmitting department.
22. **Comments:** This field is for department information concerning the deposit.

* **Please ensure that sales tax is collected and included in form if applicable.**

Note: To obtain the Cash Transmittal form (UW form 1394) go to <http://www.washington.edu/admin/pubserv/forms/search/> and enter form # 1394. You may download the form as a template. To obtain your cash transmittal number series email bankrec@u.washington.edu