

**St. Norbert College**  
**Deposit Transmittal Form**

For audit, documentation and accountability purposes, all transfer of funds to the Student Account Services Office (Todd Wehr Hall 222) must be accompanied by a completed Deposit Transmittal Form.

All deposits should be hand delivered to a Student Account Services staff member. If you require a receipt for your deposit, please bring a duplicate copy of the Deposit Transmittal Form to be stamped by the Student Account Services staff member accepting the funds.

Transmittal Date: \_\_\_\_\_ Transmitting Department or Unit: \_\_\_\_\_

Name of person responsible for deposit: \_\_\_\_\_

Signature: \_\_\_\_\_

These funds were generated from (example: dues, fees, rebate, reimbursement, etc):

Checks and Money Orders: \$ \_\_\_\_\_

Currency and Coins: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

Total Transmittal: \$ \_\_\_\_\_

**Account Distribution (all fields required)**

Cost Center/Gift/Grant/Program # (not description)	Revenue/Spend Category	Amount (\$)
Example: CC310000	Other Professional Fees	\$ 1,134.06
Sales Tax 5.5% (if applicable, Finance will code)		