CLARION UNIVERSITY REVENUE TRANSMITTAL FORM

DATE: _____

ORIGINATING OFFICE/DEPARTMENT: _____

TOTAL AMOUNT OF TRANSMITTAL: _____

SIGNATURE OF REPORTING OFFICIAL: _____

SAP FUND CENTER AND G/L ACCOUNT: _____

Instructions: Miscellaneous revenue is to be transmitted to the University Cashier in the Students Accounts Receivable Office in B-16 Carrier daily unless reporting office/department has a fire resistant security container. In this case revenue is to be transmitted whenever the amount on hand is $100.00 or greater, or at least weekly. Complete the record of payments below and send original of this form along with the cash and/or checks to the University Cashier. Please keep a copy of this form for your records.

NAME	DATE	PURPOSE	RECEIPT#