**Longwood University**

**Web Departmental Transmittal Form**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Currency**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Overages**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Loose Coin**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Checks**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Shortages**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Credit Card**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Transmitted**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List the Touchnet deposit report #(s) \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_**

**Please see attached Web Departmental Deposit ID report(s)**

**Cashier’s Office Only To be Completed by Department**

Prepared By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cashier:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_