CLARION UNIVERSITY REVENUE TRANSMITTAL FORM

DATE: ______________________________

ORIGINATING OFFICE/DEPARTMENT/AGENCY: **SUHR LIBRARY/VENANGO**

TOTAL AMOUNT OF TRANSMITTAL: **$ -**

SIGNATURE OF REPORTING OFFICIAL: ______________________________

Instructions: Miscellaneous revenue is to be transmitted to the University Cashier in the Student Accounts Receivable Office in B-16 Carrier daily unless the reporting office/ department/agency has a fire resistant security container, in which case revenue is to be transmitted whenever the amount on hand is $100 or greater or at least weekly if there is any revenue on hand. Complete the record of payments below. Retain a copy of this transmittal for your records and send the original, together with the cash and/or checks to the University Cashier.

DATE	DESCRIPTION	RECEIPT #'S	AMOUNT	SAP FUND AND GL #'S
	FINE MONEY			2511262001-469260
	TOTAL		$ -	