

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
	LOST/DAMAGED LIBRARY MATERIALS			2511262002-760000
	TOTAL		\$ -	