

# Completing Cash Transmittal Forms



UNIVERSITY OF WASHINGTON  
**CASH TRANSMITTAL**  
CASHIER'S OFFICE

**INSTRUCTIONS:** SEND FIRST THREE COPIES TO CASHIER'S OFFICE WITH ATTACHMENTS. *(HAND CARRY CASH.)* A VALIDATED COPY WILL BE RETURNED TO TRANSMITTING DEPT. No. 22 BELOW.

25. **1** 979482

1. To: <b>CASHIER'S OFFICE</b>		2. Box Number: <b>355870</b>	4. Attached is the following: <input type="checkbox"/> Check <input type="checkbox"/> Letter of Credit <input type="checkbox"/> Notice of Check Received (Serial No. Only (No Cash)) <input type="checkbox"/> Cash <input type="checkbox"/> Deposit Slip <input type="checkbox"/> Other:	<b>2</b>	<b>TRANSACTION CODE</b>
5. <input type="checkbox"/> Deposit Only (Journal Voucher Attached) <b>3</b>		6. Date <b>4</b>			<b>30</b>

**DEPOSIT IN:**

7. Bank Code <b>5</b>	8. Bank Deposit Seq. No. <b>6</b>	9. Bank Account Name <b>7</b>
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10. Fund Budget No. <b>8</b>	11. Budget Title <b>9</b>	12. General Ledger DBJ   SUB   SSUB Class   Source <b>10</b>	13. COST ACCTNG ONLY Task   Optn   Project <b>11</b>	14. Amount <b>12</b>	15. Invoice Number <b>13</b>	16. Name of Payor/Donor <b>14</b>	17. Check No. <b>15</b>	18. Check Date
000148	SALES TAX	004802 <b>16</b>						
				<b>TOTAL</b>				

19. For: <input type="checkbox"/> Gifts and Grants <input type="checkbox"/> Sales <input type="checkbox"/> Other <b>17</b>		21. Box Number <b>19</b>
20. Departmental Authorized Signature <b>18</b>	23. Phone No. <b>21</b>	
22. Transmitting Department <b>20</b>		24. Comments <b>22</b>

UoW 1394 (Rev. 10/97) University Stores #1035-082 Return the first three (3) copies of this form to: CASHIER'S OFFICE

The items numbered below correspond to those printed on the cash transmittal (Form UoW 1394). Forms are available at <http://www.washington.edu/admin/pubserv/forms/index.html>.

1. **Cash Transmittal number:** Every CT has a number in the top right hand corner.
2. **Attached is the following:** Indicate whether cash (coins and currency) OR checks are being transmitted.
3. **Deposit only:** Used only by accounting offices. Otherwise, N/A.
4. **Date:** Date the form is prepared.
5. **Deposit in: Bank Code:** Used by direct depositors.
6. **Deposit in: Bank Deposit Sequence #:** Used by direct depositors.
7. **Deposit in: Bank Account Name:** Used by direct depositors.
8. **Fund Budget No:** Indicate the budget number to which the deposit will be applied.
9. **Budget Title:** Indicate the complete budget title.
10. **General Ledger:** Indicate revenue code if the pre-assigned revenue code is different from the one applicable to this transaction. Otherwise, this item should be left blank. Use the Online Financial Information System (OFIS), screen SM3400, or call Financial Accounting at 221-7845 for the pre-assigned revenue code.

11. **Cost Accounting Only:** Do not use.
12. **Amount:** Indicate the amount of the deposit, minus the sales tax. If sales tax is included in the payment, it should be recorded at the bottom of the "Amount" column in the "Sales Tax" field. Enter the **total** amount of the deposit in the "Total" field (including sales tax, if applicable). Note: The total amount shown on the cash transmittal must equal the total amount of the check and currency to be deposited.
13. **Invoice Number:** This item is for designating a student number or an invoice number. Information in this field will be reflected on the BAR.
14. **Name of Payor/Donor:** Indicate full or abbreviated personal or organizational name. Information in this field will be reflected on the BAR.
15. **Check Number/Check Date:** When multiple checks are being deposited as a single line entry to the budget, a separate list containing each check amount should accompany the cash transmittal.
16. **Sales Tax:** If sales tax is charged for items on the Cash Transmittal, it is recorded in this field. \*
17. **For:** Indicate a source of revenue.
18. **Departmental Authorized Signature:** This field must be signed by the authorized departmental depositor in order to attest to the accuracy of the information.
19. **Box Number:** Indicate the box number of the transmitting department.
20. **Transmitting Department:** Indicate the department preparing the cash transmittal.
21. **Phone No:** Indicate the phone number of the authorized depositor in the transmitting department.
22. **Comments:** This field is for department information concerning the deposit.

\* **Please ensure that sales tax is collected and included in form if applicable.**

*Note: To obtain the Cash Transmittal form (UW form 1394) go to <http://www.washington.edu/admin/pubserv/forms/search/> and enter form # 1394. You may download the form as a template. To obtain your cash transmittal number series email [bankrec@u.washington.edu](mailto:bankrec@u.washington.edu)*