



UNIVERSITY OF CENTRAL FLORIDA

DEPARTMENTAL TRANSMITTAL TO CASHIER'S OFFICE FOR ALL ITEMS NOT RELATED TO EXPENSE REIMBURSEMENTS

FROM: _____
Department Name

DATE: _____

PLEASE DEPOSIT THESE FUNDS AS SHOWN BELOW:

DEPOSIT DESCRIPTION	Tax Exempt ID ON FILE YES or NO	Department / Project Number	Account Number (151XXX, 331XXX, 355XXX, 6XXXXX)	Dollar Amount
Source of Funds: Accounts Receivable / Lease / Contract / Daily Sales / Sales Tax Collected / Deposits Payable				
			TOTAL DEPOSIT	

See attached for further instructions.

Depositor's Name: _____
 Please Print your Name (No signatures please)

Depositor's Phone #/
 UCF email address: _____

Return Receipt to address _____

Include zip+4

CASH	
CHECK	
CC AM XPRESS	
CC DISCOVER	
CC MASTER CARD	
DEBIT MASTER CARD	
CC VISA	
DEBIT VISA	
ATM DEBIT CARD	
UD DEPT SMART CARD	
VA CHAPTER 33	
TOTAL DEPOSIT	
Total deposits should net to zero (Check figure):	



DEPARTMENTAL TRANSMITTAL TO CASHIER'S OFFICE FOR ALL ITEMS NOT RELATING TO EXPENSE REIMBRUSEMENT (Form 41 – 908A)

When submitting transmittal form 41-908A, the following key information must be provided in an effort to have the transmittal processed promptly. Form 41 – 908A can only be used when deposits do **not** relate to expense reimbursements (Accounts 7XXXXX).

1. **Department Name:** The department.
2. **Date:** The date the transmittal is documented and sent to the Cashier's office. Note: *The date the transmittal is received at the Cashier's office **MUST NOT** exceed 3 business days from the date it is documented. (Reference: <http://policies.ucf.edu/documents/ReceiptandDepositofFundsbyDepartmentsFINALFINAL.pdf>).*
3. **Deposit Description:** State if the deposit is related to accounts receivable, leases contracts, daily sales, or a liability (deposits (331XXX) on file to be returned to their rightful owner at the end of the contract or payment period).
4. **Tax Exempt ID:** This is applicable \ VO to departments with taxable and non-taxable revenues.

Note: Any deposit to a taxable account (6043XX where XX =last digits of account code) should have a corresponding deposit to the sales tax account (355xxx). (xxx= the last three digits of account code depending on the type of tax collected and to be remitted to the appropriate government body).

5. **Department/ Project Number:** Enter an 8-digit department or project number. This information can be obtained from the Finance & Accounting webpage on the "List of Department/Projects with Attributes" crosswalk table (updated daily) using the following hyperlink. http://www.fa.ucf.edu/Home/Chartfields/FX_GL_ATTRIB_VW.xls
6. **Account Number:** Enter a six digit code that is posted to the general ledger which identifies the type of activity that has occurred. A listing of the account codes can be found on the Finance & Accounting webpage using the following hyperlink. http://www.fa.ucf.edu/Home/Chartfields/FX_GL_ALT_ACCT_OBJCODE_XWALK.xls
Only accounts beginning with 15XXXX, 3XXXX, and 6XXXX can be used on the Departmental Transmittal to Cashier's Office for All Items Not Relating to Expense Reimbursement form number 41-908A. (Note: If using account code 331000 Deposits Payable, you must also complete the Detailed Deposits Payable Document (Form 41-975)
7. **Depositor's Name:** Enter the name of the individual who can be contacted for questions regarding the deposit.
8. **Depositor's Phone/UCF Email Address:** Enter the phone number/ UCF email address through which the depositor can be contacted.
9. **Total Deposits:** The total deposits within the shaded boxes must be in balance with each other and net to zero in the check figure box.