

Instructions for Department Transmittal:

All fields are required.

- (1) Name of Department Making Deposit.
- (2) Description: Name of Department to be credited.
- (3) Department: the department code is an eight code previously known as the Org. code. This information is available from the chart of accounts, or can be referenced from the crosswalk tables.
- (4) Account: a six-digit code, which was previously known as the object, or revenue code. This information is available from your chart of accounts, or can be referenced from the object code crosswalk tables.

Project: An eight-digit code, which was previously known as grants, contracts or specific projects with a specified time period.

- (5) Deposited By: Name and phone number of the person to be contacted for questions regarding the deposit.

It is important to note that when making deposits at the Cashiers office all information above **MUST** be submitted to ensure that funds are receipted accurately and on a timely basis. Deposits sent without this information will be returned to the respective departments. All questions must be addressed to Finance & Accounting.