

Thérèse Hodges, Department Manager
706-542-1625 / 706-542-3959 (fax)

Deposit Transmittals

The deposit transmittal form should accompany deposits made with the Bursar's Office. The deposit transmittal form is available at: http://www.busfin.uga.edu/forms/deposit_transmittal.pdf

The deposit transmittal should be completed as follows:

- Specify date of deposit preparation in the top right hand corner.
- Indicate the breakdown of coin, currency and checks as shown on the transmittal.
- Accounting for receipts--This section is for departmental usage if an internal receipt numbering system is used to collect payments.
- Please indicate the account name, account number, object code and amount for each account to be credited. The amount to credit to accounts should equal amount of funds included for deposit. Please remember that any funds that are to be credited to a restricted account must be routed directly to the Contracts and Grants department instead of the Bursar's Office. The Contracts and Grants department is located at; 475 North Lumpkin Street Athens Ga 30602-5333, and can be reached at 706-227-7223.
- In the bottom left hand corner, there is space for additional comments or special instructions (if needed) regarding the funds being deposited.
- Branch location -please select the number that agrees with your department. The drawdown () button may be used as a selection feature. If you do not see your department number listed, select "Other-100."
- Please complete your unit name, phone number, name of person preparing the deposit and his/her email address.
- If deposits reflect travel credits, the applicable person's name and last four digits of ssn will need to be listed in the additional comments section or listed on a separate sheet attached to the deposit transmittal.

Please call the Bursar's Office at 706-542-1625 if you have any questions regarding the completion of this form.
