



TEXAS A&M SYSTEM
**Sponsored Research
Services**

CHECK, MONEY ORDER AND CASH DEPOSIT TRANSMITTAL FORM
(See instructions on page 2)

Member: _____

Date Submitted: _____

| Check, Cash Receipt or Money Order No. | Name of Payor | Description of Payment | Check or Money Order Amount | Cash Amount |
|--|---------------|------------------------|--------------------------------|-------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| Cash Amounts Verification | | | | | |
|---------------------------|----------|---|--------------|---|-------|
| Type | Quantity | | Denomination | | Total |
| Hundreds | | X | | = | |
| Fifties | | X | | = | |
| Twenties | | X | | = | |
| Tens | | X | | = | |
| Fives | | X | | = | |
| Twos | | X | | = | |
| Ones | | X | | = | |
| Dollar Coins | | X | | = | |
| Half Dollar | | X | | = | |
| Quarters | | X | | = | |
| Dimes | | X | | = | |
| Nickels | | X | | = | |
| Pennies | | X | | = | |

| | |
|----------------|--|
| Total Payments | |
|----------------|--|

| | |
|------------|--|
| Total Cash | |
|------------|--|

| | |
|---|--|
| Grand Total of Checks, Money Orders PLUS Cash | |
|---|--|

| Information about the Preparer (required for all deposits) | |
|--|--|
| Preparer's Name | |
| Phone Number | |
| Mail Stop # | |
| E-mail Address | |
| Signature* | |

| Information about the Person Verifying the Cash (required if cash is submitted) | |
|--|--|
| Verifier's Name | |
| Phone Number | |
| Mail Stop # | |
| E-mail Address | |
| Signature* | |

*By signing, you are certifying to correctness and appropriateness of the information.



CHECK, MONEY ORDER AND CASH DEPOSIT TRANSMITTAL FORM – INSTRUCTIONS

Prepare this form online (preferred) or print it and write in the information.

If completed online, the totals will be calculated automatically.

A form must accompany each deposit. Print two copies and bring with deposit.

One will be signed by SRS and returned to Preparer.

FOR ALL PAYMENTS:

1. **Member:** Choose a system member this deposit is for. (Only one system member per form.)
2. **Date Submitted:** Enter the drop off date to Sponsored Research Services (SRS).
3. **Check, Cash Receipts or Money Order No.:** Enter the document number for the money order or check. Enter "CASH" for cash payment. If one Payor submits more than one type of payment (ex. both cash and a check), use one line for each type.
4. **Name of Payor:** Enter the Payor's Name. It should agree with the check, money order or copy of a cash receipt.
5. **Description of Payment:** Identify the purpose of the payment: sponsored project payment, travel advance reimbursement, etc. Please include the SRS project number when possible.
6. **Check or Money Order Amount:** Enter the check amount or money order amount.
7. **Cash Amount:** Enter the cash amount.

ADDITIONAL SECTION FOR CASH PAYMENTS:

8. **Quantity:** Enter the number of each denomination being deposited. The red number is the difference between Cash columns.

INFORMATION ABOUT THE PREPARER (required for all deposits):

9. **Preparer's Name:** Print clearly or type the name of the person completing this form (preparer).
10. **Phone Number:** Enter the phone number of the preparer.
11. **Mail Stop #:** Enter the TAMUS Mail Stop number of the preparer. If none, enter physical address of the preparer.
12. **Email Address:** Enter the email address of the preparer.
13. **Signature:** Preparer's signature certifies the form is correct.

INFORMATION ABOUT THE PERSON VERIFYING ANY CASH (required if cash is submitted):

14. **Verifier's Name:** Print clearly or type the name of the person verifying the cash payment (verifier).
15. **Phone Number:** Enter the phone number of the verifier.
16. **Mail Stop #:** Enter the TAMUS Mail Stop number of the verifier.
17. **Email Address:** Enter the email address of the verifier.
18. **Signature:** Verifier's signature certifies the cash is correct.