



# Department Transmittal

Complete fields **electronically**, then print

Today's Date:  (MM/DD/YYYY)

## I -- Enter department and contact information

Organization Code / Department:  (Refer to <http://www.stanford.edu/dept/pres-provost/budget/org/index.html> for your Organization Code)

Mail Code:  Contact Name:  E-mail:  Phone #:

## II -- Enter PTA code for each deposit, and the amount and the explanation of the deposit

PROJECT(7)	AWARD / FUND(5)	TASK	EXP TYPE / OBJECT(5)	AMOUNT	EXPLANATION of DEPOSIT (limit 21 characters) <i>This information appears on financial reports</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

## III -- Deposits

- Record department PTA on the front of all checks
- Apply the Wells Fargo bank endorsement stamp on the back of each check
- Complete 3-part deposit slip
- Deliver deposits in person to Wells Fargo bank, Tresidder Union, second floor between 9AM and 5PM Monday through Friday

Check Total ( Number of Checks: <input type="text"/> )	\$ <input type="text"/>
Currency Total	\$ <input type="text"/>
Coin Total	\$ <input type="text"/>

**Total Deposit** \$

**Foreign Checks:** Foreign collection items are sent to the Wells Fargo for rating at the exchange rate for the day they are processed by Wells Fargo. The University account deposit transaction will be processed based on the rating that the Cashier's Office receives from Wells Fargo on the date it is received. Please complete a separate deposit slip for any checks drawn on foreign banks or in foreign currency. Please be aware that Wells Fargo may submit such checks through a foreign collection process which may delay crediting to your account.

**Note:** Reimbursement of expenses may only be applied to the same PTA and expenditure type as the original expense and only during the same fiscal year in which the expense occurred.