Data Chask	Drint name of Davage/Davagement		Chaola		Drint name of University Cookies		
Date Check Received	Print name of Person/Department Received BY	Check #	Check Amount	Check Payable to	Print name of University Cashier delivered TO	Date	University CashierSignature
				·			
	Procedures						
When a check is received in the mail & needs to be transmitted to the university cashier please do the following:  1. Complete this form and deliver it with the checks to the university cashier's office							
2. Have the cashier sign acknowledging receipt of the attached checks.							
3. Retain the lo	og for your records						