WAYNE STATE UNIVERSITY
SUNDRY REMITTANCE FORM
INSTRUCTIONS

ALL CASH, CHECK AND CREDIT CARD DEPOSITS MADE AT THE CASHIERS OFFICE MUST BE ACCOMPANIED BY A SUNDRY REMITTANCE FORM

PLEASE PROVIDE A COMPLETE DESCRIPTION OF THE NATURE OF EACH DEPOSIT AND THE ACCURATE GENERAL LEDGER INFORMATION OR IT WILL BE NECESSARY TO CONTACT YOUR DEPARTMENT BEFORE THE DEPOSIT CAN BE POSTED TO YOUR ACCOUNT

TO BE COMPLETED BY DEPOSITOR

DEPT: _____ PREPARER: _____ DATE:_____

CAMPUS ADDRESS: _____ EXT: _____

ACCOUNT TO BE CREDITED AMOUNT DESCRIPTION

INDEX FUND ORG ACCT PROG		

*ALL GIFTS SHOULD BE SENT DIRECTLY TO THE FUND OFFICE IN DEVELOPMENT (5475 WOODWARD AVE, BEECHER HOUSE) *

NO. CURRENCY & COIN DENOMINATION ***LIST OF CHECKS AND CALCULATOR TAPE***

QTY		***$AMOUNT***		
	PENNIES			
	NICKELS			
	DIMES			
	QUARTERS			
	HALVES			
	1.00’S			
	2.00’S			
	5.00’S			
	10.00’S			
	20.00’S		**VISA/M.C. CHARGE TOTALS**	
	50.00’S			
	100.00’S			

TOTAL CASH $_____

TOTAL CHECKS & CHARGES$_____

TOTAL DEPOSIT $_____