

NON-GIFT TRANSMITTAL FORM

INSTRUCTIONS:

- Please Type or Print
- Attach original transmittal form to cash/checks, and all original correspondence and envelope for each item.
- Endorse and date stamp each check.
- Provide account number and GL
- Explanation of non-gift amount is required.
- **DO NOT HOLD Checks.** Checks **MUST** be submitted daily.
- **Deposit** into 600 Andy Holt Tower safe or Tyson House safe
- **DO NOT SEND VIA CAMPUS MAIL.**

Company/Individual Name	Explanation	Acct#/GL Acct	CK	Cash	Non-Gift Amt.

Special Instructions:

Prepared By: _____

Date: _____

Received By: _____

Department: _____

Phone #: _____

Date Rec'd: _____