



**Kennesaw State University**  
**Bursar's Office**  
**One Time Deposit Transmittal**

Date \_\_\_\_\_

Department \_\_\_\_\_

Mail Drop # \_\_\_\_\_

Prepared by (print) \_\_\_\_\_

Extension \_\_\_\_\_

Reference \_\_\_\_\_

Fund (5 digits)	Program (5 digits)	Class (5 digits)	Department (7 digits)	Project (3-7 digits)	Account (6 digits)	Amount	
<b>Total</b>							

<b>Total Cash</b>		
<b>Total Checks</b>		
<b>Total Credit Cards</b>		
<b>Total Wires</b>		
		<b>Total Deposit</b>

**Both totals must match**