



Kennesaw State University

Bursar's Office

Deposit Transmittal

Date _____

Department _____

Mail Drop # _____

Prepared by _____

Extension _____

Reference _____

Detail Code 4 digits	Description	Amount
	Over / Short (Explanation must be provided if \$5.00 or more)	
	Total	

Total Cash	
Total Checks	
Total Credit Cards	
Total Wires	
	Total Deposit

Both totals must match