



The University Corporation, San Francisco State
 PO Box 320160
 San Francisco, CA 94132

D E P O S I T T R A N S M I T T A L

Prepared by: _____
 Date: _____
 Program Contact: _____
 Program Phone: _____

CRS or Account No. 6-digits	Fund Number	Department Number	Project Number (grants only)	Payor (First Name, Last Name)	Type of Deposit (Check, Money Order, Cash, Foreign Draft)	Amount	Additional Information (Department, Payroll, etc.)	Development Use Only
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
TOTAL:						-		

- 1 Any check to be deposited, identified as a 1) grant, 2) from a federal, state, county, or city agency, or 3) from a foundation, must be accompanied by documentation specifying the purpose and conditions of funding.
- 2 All checks should be properly endorsed to the University Corporation, if not originally made payable to the UCorp.
 - a. Initial the "Received by:" section of the endorsement stamp.
- 3 Attach the following to the deposit transmittal & checks:
 - a. completed Deposit Tally Sheet,
 - b. adding machine tape reconciling to the total on the Deposit Transmittal and the original checks, and
 - c. copies of all checks.