



# Unused Cash Advance Funds

---

 <b>SOUTHEAST MISSOURI STATE UNIVERSITY · 1873</b>	<h3>Cashier Transmittal Form</h3> <p><i>Under NO circumstances should any credit card number, account number, check, cash, etc. be kept anywhere at the University (paper or electronic). Pursuant to PCI Compliance no account number should ever be hand-written, photo-copied, or scanned at any time.</i></p>	
Description: _____ <small>(As it should appear in Banner Systems; max. 30 characters)</small>		
Index: _____	Account: _____	Amount: _____
Department: _____		<b>Optional</b> Fund: _____ Org.: _____
Phone: _____	Mail Stop: _____	
Return To: _____ <small>(Name of Faculty or Staff Member)</small>		
<small>Submit completed form to the Cashiers Office, Lower Level Academic Hall (AC018), x2597</small>		
<small>Payments should <b>NEVER</b> be sent through interdepartmental mail</small>		

 -----

- Use the Cashier Transmittal Form to return unused Cash Advance Funds to the Cashier's Office
-

# Cashier Transmittal Form

---

Description: \_\_\_\_\_

(As it should appear in Banner Systems; max. 30 characters)

Index: \_\_\_\_\_ Account: \_\_\_\_\_ Amount: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_ Mail Stop: \_\_\_\_\_

Return To: \_\_\_\_\_

(Name of Faculty or Staff Member)

**Optional**

Fund: \_\_\_\_\_

Org.: \_\_\_\_\_

- Description:** Cash Advance number
    - (example AA123)
  - Index, and Account:** Same budget that Cash Advance was charged to
  - Amount:** Balance due to the University
  - Include Cashier receipt with the Expense Report**
-