



**SOUTHEAST MISSOURI
STATE UNIVERSITY · 1873**

Cashier Transmittal Form

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.

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)

<u>Optional</u>
Fund: _____
Org.: _____

Submit completed form to the Cashiers Office, Lower Level Academic Hall (AC018), x2597

Payments should **NEVER** be sent through interdepartmental mail



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