WESTOP

TRANSMITTAL of CHECKS/CASH for DEPOSIT

Use this form to transmit check(s) and/or cash to CFO. Make copies of checks and form for personal or committee records.

Name: Date:

Committee/Activity: Phone #:

Name of Person on Check/ Giving Check	Check #	Check/Cash Amount	Analysis of Check/Cash	Income Acct Code
Example: Univ. of USA	1237	$300	Westop Conf. Registration	1060-03
	TOTAL			

Submit completed form, checks/cash, and any supporting documents to:

Marichu Magaña (WESTOP)
San Diego Mesa College, 7250 Mesa College Dr l4-308, San Diego, CA, 92111-4998
(619) 388-2481 * FAX: (619) 388-5029 * Email: mmagana@sdccd.edu

Submitted by _____ Date _____

CFO Approval _____ Date _____

2 VERIFICATIONS FOR CASH DEPOSIT

Verified by _____ Signature _____ Date _____

Verified by _____ Signature _____ Date _____