

# UTSA Financial Affairs

## Deposit Transmittal

Used by departments and divisions when submitting cash, check and/or credit card deposits to Fiscal Services.

**Instructions:** Complete and sign this form for Credit Card deposits originating from a department-owned credit card terminal or online processor. The Deposit Transmittal form must include the settlement printouts that equal the sum of all credit card deposits submitted. All grants should be deposited into the 11702 Account.

Department Name:		Date:	
Phone Number: <small>*If you prefer communication via TEAMS, enter TEAMS in the phone number field.</small>		Total dollar amount of Checks: Total dollar amount of Cash: Total dollar amount of Credit Cards:	
<b>Description of Deposit</b> (limited to 30 characters)	<b>Account</b>	<b>Speed Type</b> (Cost Center or Project ID)	<b>Amount</b>
If not zero, amounts are out of balance. <b>Total Amount to be charged:</b>			

**\*Note:** If department wishes to charge the cardholder for the credit card expense charge of 2.5%, this must be added as a separate line item, however; the credit card should be charged only once for the cumulative balance of the payment plus the fee. If the department wishes to NOT charge the discount fee to the cardholder, they may charge it to their M&O account, see addendum for examples.

**By signing below, I certify the information listed above is accurate and appropriate. \*Print or type name into field.**

Responsible Parties	Signature	Date
1. Prepared By:		
2. Supervisor Name:		

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## Addendum – Instructions to charge or not charge Credit Card Expense Charge

Example #1 - \$100.00 payment (Charge fee to cardholder):			
Description of Deposit	Account	Speed Type (Cost Center or Project ID)	Amount
Dept. Description	XXXXX	XXXXXX	\$100.00
Credit Card Discount Fee	42203	DZX200	\$2.50
If not zero, amounts are out of balance.      \$0.00 <b>Total Amount to be charged:</b> \$102.50			
Example #2 - \$100.00 payment (Charge fee to department):			
Description of Deposit	Account	Speed Type (Cost Center or Project ID)	Amount
Dept. Description	XXXXX	XXXXXX	\$100.00
Credit Card Discount Fee	42203	DZX200	\$2.50
Dept. M&O for Fee	67707	XXXXXX	(\$2.50)
If not zero, amounts are out of balance.      \$0.00 <b>Total Amount to be charged:</b> \$100.00			