



ACCOUNTABILITY TRANSFER FORM

Purpose: This form is to be used to provide a means of accounting for the transfer of money or documents between areas.

Instructions: See [Accountability Transfer Form Instructions](#) for further information. The area responsible for retaining the completed form is documented on the Accountability Transfer Form instructions.

Transfer Type: _____

Funds: _____

Other: _____

If internal funds transfer selected, complete the "funds" section. If "Deposit to Finance Office" selected, complete page 2. If other, complete the "other" section.

Amount: _____

Do **NOT** add any signatures to this page until Page 2 has been completed (if appropriate).

Detailed Description:

Transferred from:

Area

Person

PERNR #

Signature

Date

Transferred to:

I have received the items described above.

Area

Person

PERNR #

Signature

Date

ACCOUNTABILITY TRANSFER FORM

DEPOSIT INFORMATION

Deposit Prepared By: _____ Date of Deposit: _____

Business Area #: _____ Cost Center/IO #: _____ GL Account #: _____

Allocation Code _____ Department: _____
(Development Only):

Disposable Deposit Bag # : _____

Description / Purpose of Deposit: _____

CASH ACCOUNTING:

Total Currency: _____

Total Coins: _____

Total Cash: _____

Total cash amount must match entry on disposable bank bag.

CHECK LOG

of checks drawn on US banks: _____

Total \$ amount of checks drawn on US banks: _____

of checks drawn on foreign banks: _____

Total \$ amount of checks drawn on foreign banks: _____

In accordance with Procedure [FN2005 Processing Cash Revenues](#), checks drawn on foreign banks must be deposited separately. Checks drawn on foreign banks cannot be processed using the remote deposit capture process.

Total Checks for Remote Deposit: _____

Remote Deposit #: _____

Total Checks sent to Bank: _____

Total checks sent to bank must match entry on disposable bank bag.

Checks drawn on non-U.S. (foreign) banks must be processed as a separate deposit and must match entry on disposable bank bag.

DEPOSIT TRANSACTION INFORMATION

Cash JE #: _____ U.S. bank checks JE #: _____

Non-U.S. bank checks JE #: _____

Preparer Signature: _____

Do not attach notes to cash/checks.