

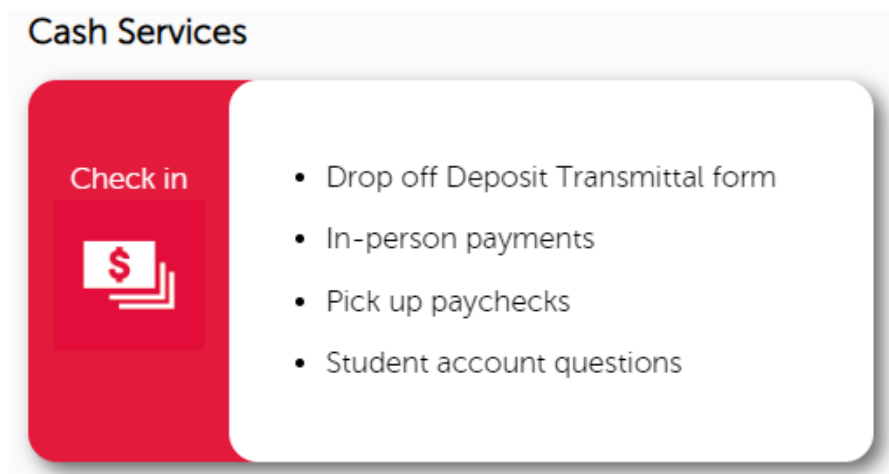
Deposit Transmittal Form

INSTRUCTIONS:

- **When to use this form:**
 - Depositing ACH/Cash/Check/Wires
- **Who must approve:**
 - SSupervisor must be the person authorized to sign on the form.
- **What to bring:**
 - Original form
 - Attach all deposits, please note all checks must be endorsed by the department on the day received.
- **When to bring this form:**
 - Walk-Ins are subject to availability and UCS counter hours.
 - To ensure availability, please check in through Qless: <https://www.csun.edu/check-in>
 - You'll receive a text with your estimated wait time and a text when it is your turn. You may update and move your time at your discretion to fit your schedule as well.
 - After receiving confirmation text, bring form, and deposits to University Cash Services, Bayramian Hall (BH 100R)

INFORMATION:

Qless has options for check-in: Qless App and web-browser. Please remember to select "Cash Services" when submitting deposit transmittal in the virtual checking-in (please see image below). Please note our check-in queue will not open until 10am.



1. **App** – You are welcome to download the QLess app to your mobile device and reserve your spot in a virtual line.
 - Download QLess for [iOS](#) or QLess for [Android](#).
 - Please select Cash Services.
 - It will then ask you to input your contact information such as your name and mobile number. You must use your mobile number or you will not receive a text message that provides your wait time and turn at the counter.
 - Input 0 or your employee ID when prompted.

2. Web-Browser –

- Please visit this link to check-in using your browser, <https://www.csun.edu/check-in>.
- Please select Cash Services.
- It will then ask you to input your contact information such as your name and mobile number. You must use your mobile number or you will not receive a text message that provides your wait time and turn at the counter.
- Input 0 or your employee ID when prompted.

3. In-Person at the Counter -

- Upon arrival at the cash services counter, please check-in using your mobile device and scanning the QR code.
- Please select Cash Services.
- It will then ask you to input your contact information such as your name and mobile number. You must use your mobile number or you will not receive a text message that provides your wait time and turn at the counter.
- Input 0 or your employee ID when prompted.



CALIFORNIA
STATE UNIVERSITY
NORTHRIDGE

UNIVERSITY CASH SERVICES

Deposit Transmittal Form

(Print this form in landscape format)

(Fill out and submit to University Cash Services. Retain a copy for your records.)

Bayramian Hall, SSuite 1100
Phone: (818) 677-8000 Option 1
Fax: (818) 677-4911
Mail Code: 8214

Person Transmitting: _____ Department: _____ Phone #: _____ Mail Code: _____

Email: _____@csun.edu **(MUST complete for electronic receipt – Hard copy will no longer be provided)**

To be deposited to the credit of:

Item Code: _____ or Account: _____ Fund: _____ DeptID: _____ Program: _____ Class: _____ Project: _____ Amount: \$ _____

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Item Code: _____ or Account: _____ Fund: _____ DeptID: _____ Program: _____ Class: _____ Project: _____ Amount: \$ _____

Total Credits: \$ _____

All checks must be endorsed by the department on the day received and hand-delivered to University Cash Services.

**** Total credits must equal total deposits.**

of checks: _____ Amount: \$ _____

Deposit must be taken to the University Cash Services Office within 5 business days of receipt.

Currency: _____ Amount: \$ _____

A single cash equivalent in excess of \$10,000 or more must be deposited within 3 business days.

of Credit Cards: _____ Amount: \$ _____

of ACH/WIRE: _____ Amount: \$ _____

Total Deposit: \$ _____

Prepared by: _____ Date: _____

Verified by: _____ Signature: _____ Date: _____

(Supervisor Name)

(Supervisor Signature)