

BATCH TRANSMITTAL OF CHECKS, MONEY ORDERS AND
REGISTRATION FORMS SUBMITTED FOR PROCESSING

DEPARTMENT: _____ TERM: _____ CREDIT: _____

BATCH NUMBER: _____ CAMPUS: _____ NON-CREDIT: _____

STUDENT NAME	STUDENT OR SOCIAL SECURITY NUMBER	CHECK OR MONEY ORDER NUMBER	CLASS SEQUENCE	AMOUNT SUBMITTED
1.				
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PREPARED BY: _____ DATE: _____ EXT. _____

BURSAR'S REPRESENTATIVE: _____ DATE: _____ EXT. _____

REGISTRAR'S REPRESENTATIVE: _____ DATE: _____ EXT. _____

HOLD DATE: _____ TOTAL AMOUNT: _____

Distribution: Please make one copy for yourself, one for the Bursar, and one for the Registrar and forward them accordingly.