

KENTUCKY STATE TREASURY
CASH RECEIPT TRANSMITTAL FORM

Dept. Name: _____

Date of Transmittal: _____

The following Cash Receipts are hereby transmitted to the Kentucky State Treasurer:

Dept. Number _____ **Cash Receipt Number** _____
(Please fill in **ONE (1)** of the following)

Cash Total _____

Foreign/Canadian Total _____

Domestic check total _____

Check Count _____
(Cannot be over 900)

Contact Person: _____

Phone Number: _____ Ext. _____

E-Mail Address: _____

Received by Treasury: ___ / ___ / ___

Checks should be wrapped in the transmittal sheet so we can see Dept. #, CR #, & CR Total.

This Transmittal Form must accompany all deposits sent to the State Treasury. The form will remain with the Treasurer. Departments desiring a receipted copy for their records should send a second copy to be returned by their messengers. Receipted copies will not be mailed.

The Transmittal sheet is for Treasury records only; please do not alter it in any way.