

# FLORIDA COMMUNITY COLLEGE AT JACKSONVILLE

## DAILY CASHIER SESSION TRANSMITTAL

VALIDATED DEPOSIT DATE: \_\_\_\_\_ VALIDATED AMOUNT:\$\_\_\_\_\_ INITIALS\_\_\_\_\_

CAMPUS: \_\_\_\_\_ SESSION DATE: \_\_\_\_\_

CASHIER: \_\_\_\_\_ SESSION #: \_\_\_\_\_

**BANK DEPOSIT** (CASH & CHECKS) \$\_\_\_\_\_

**BANK CARD** **GB#** \_\_\_\_\_

VISA TOTAL \_\_\_\_\_

MC TOTAL \_\_\_\_\_

DISCOVER TOTAL \_\_\_\_\_

AMEX EXPRESS TOTAL \_\_\_\_\_

DEBIT CARD TOTAL \_\_\_\_\_

**BANK CARD TOTAL** \$\_\_\_\_\_

**DRAWER TOTAL** (cash, checks, and charges) \$\_\_\_\_\_

OVER/SHORT \$\_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attach all appropriate documentation to this form and forward to MCCS-Finance daily.

Bank validated **DEPOSIT SLIP** and/or **BANK CARD BATCH TRANSMITTAL**

**Bank Card Sales Drafts**

**Cashier Reconciliation Report**

Miscellaneous back up