



Texas Engineering Experiment Station Transmittal for Transfer of Funds

Date of Transfer: _____

To: TEES Fiscal – Accounts Receivables

From Name: _____ Dept: _____

Email: _____

Total Dollar Amount Being Transferred: _____

Required

***Check Amount:** _____ ***Cash Amount:** _____

Check Number	Name on Check	Amount	Deposit Account Number	Support Account Number	Object/Sub Code

I, the sender/receiver, understand and agree by signing this form that I am sending/have received the dollar amount listed above.

Sender Signature Date

Receiver Signature Date

System Regulation

21.01.02 Receipt, Custody and Deposit of Revenues
Transmittal of Collections to Fiscal Departments

4.1 All fees and other charges collected, proceeds of cash sales, and proceeds from all other sources must normally be deposited daily to the TEES Fiscal Office. Each department or unit, which collects nominal amounts of local income, is exempt from this daily deposit requirement, but must make deposits whenever the amount on hand reaches \$200.00 and at least once every three business days regardless of the amount, so that the fiscal office may make deposits in the depository bank within seven (7) days of the original date of collection as required by Section 51.003, Texas Education Code. Each person transporting cash funds and negotiable securities (excluding restrictively endorsed checks and payroll checks) in excess of \$5,000.00 between offices or between an office and a depository bank must be accompanied by a security guard. The CFO may, at his or her discretion, provide a security guard to accompany a person transporting funds in less amounts.