

California State University, Long Beach
Batch Transmittal Discrepancy Form

DATE:

TO:

FROM: CASHIERS' OFFICE

REGARDING: BATCHED CHECKS

ENCLOSED IS TRANSMITTAL FORM DATED _____.

WE ARE RETURNING THIS BATCH WITH ATTACHMENTS FOR THE FOLLOWING REASON (S):

YOUR TRANSMITTAL FORM INDICATED THAT _____ CHECKS WERE ENCLOSED WITH THE BATCH. OUR VERIFICATION INDICATES THAT THERE WERE _____ CHECKS ENCLOSED IN THE BATCH.

YOUR TRANSMITTAL FORM INDICATED THAT THE BATCH TOTALED \$_____. OUR VERIFICATION INDICATES THE BATCH DOLLAR TOTAL IS \$_____.

YOUR TRANSMITTAL FORM DID NOT SPECIFY A PEOPLE SOFT CHARTFIELD (ACCT/FUND/DEPT/PROG/CLASS/PROJ). PLEASE SPECIFY THE CHARTFIELD.

OTHER _____
_____.

PLEASE CALL THE CASHIERS' OFFICE AT EXTENSION 4167 IF YOU HAVE ANY QUESTIONS. PLEASE SUBMIT THIS BATCH ON A NEW TRANSMITTAL FORM.

CASHIER'S SIGNATURE _____

DEPARTMENT SIGNATURE _____