# TRANSMITTAL FORM

- **Payment**
- **Deposit**

Submitted by: __________________ Date: _____________ Contact Phone: _____________

Last 4 digits on Credit or Debit card: __________________

**TOTAL**: $0.00

**COMMITTEE CODES**

<table>
<thead>
<tr>
<th>(ADM) Administrative</th>
<th>(AP) Admissions Practice</th>
<th>(CF) College Fairs</th>
<th>(COMM) Communications</th>
<th>(CONF) Conference</th>
<th>(DEA) Diversity, Equity, &amp; Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>(EXB) Executive Board</td>
<td>(IA) Inter-Association</td>
<td>(MEM) Membership</td>
<td>(NEV) Nevada Issues</td>
<td>(PD) Professional Development</td>
<td></td>
</tr>
</tbody>
</table>

**ACCOUNT CODES**

- **EXPENSE**
  - 6002 - Wages
  - 6010 - Payroll Taxes
  - 6015 - Workers Comp
  - 6020 - Bank Fees
  - 6030 - Credit Card Fees
  - 6210 - Scholarships
  - 6220 - Awards & gifts
  - 6310 - Advertising & Printing
  - 6312 - Liability Insurance
  - 6315 - Dues, registration & subscriptions
  - 6320 - Postage
  - 6327 - Accounting
  - 6335 - Rentals (Facilities, Buses & Equipment)
  - 6336 - Food & Refresh
  - 6340 – Supplies
  - 6350 - Telephone
  - 6570 - Website Maintenance
  - 6580 - Penalties

- **TRAVEL**
  - 6352 · Airfare
  - 6353 · Car rental, taxi, train, Uber, etc.
  - 6356 · Lodging
  - 6357 · Meals/Tips
  - 6358 · Incidental, tolls, parking
  - 6359 · Mileage

- **INCOME**
  - 5011 · Conference
  - 5012 · Professional Development
  - 5021 · College Fairs
  - 5023 · Donations
  - 5031 · Membership
  - 5041 · Other: _____________

<table>
<thead>
<tr>
<th>DATE</th>
<th>TYPE</th>
<th>COMMITTEE CODE</th>
<th>ACCOUNT CODE</th>
<th>AMOUNT</th>
<th>ITEM</th>
<th>VENDOR/COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit</td>
<td>Credit</td>
<td>Deposit</td>
<td>Debit</td>
<td>Credit</td>
<td>Deposit</td>
<td>Debit</td>
</tr>
</tbody>
</table>

**TOTALS**: $0.00

Rev. 6.9.20