



***EIN:**

***Dept/Unit:**

***Name:**

To: Department of Administrative Services
Division of Finance
FINET Section

TRANSMITTAL MEMO FOR INTERFACES INTO FINET

***Department:**

***Transmittal Date:**

(MM/DD/YYYY)

***Submitted Date**

Directory:

***File Name:**

File Size:

Bytes

***Beg Document No:**

Code

Dept

Id

***End Document No:**

Code

Dept

Id

***Total Document Count:**

Total Line Count:

Total Dollars:

or

Total Debits:

Total Credits:

***Contact Person:**

(Phone Number)

***Department Approval Signature:**

(Phone Number)