

Department:

AP 8.760

Contact Person:

ATTACHMENT 1

Phone:

Form 8300 Tracking Spreadsheet

Individual's First and Last Name	Individual's SSN*	Individual's Address	Date Transaction Occurred	Amount of Transaction	Type of Currency (e.g. cash, money order, cashier's check, traveler's check)
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* If an individual is a US citizen and does not have an SSN, UH department must ensure that an SSN and address is obtained. Mail this form to the Treasury Office, Bachman Annex 13 or FAX to 956-2148.