East Texas A&M University
Check log

Department: ______________________________

Date when check was received	CWID or Name of Payer	Name of employee receiving the payment	Description of receipt	Payment received in person / mail	Sundry Receipt #	Date of check	Check #	Amount	Date of deposit
TOTAL									-

Reminders:

Endorse all checks immediately upon receipt and record them in the check log

Issue a sundry receipt for each check received in person