

Upload Batch Transmittal Form	
Submitting Department Title:	
Department Organization Code:	
Internal Document Number (Filename)	
Batch Date:	
Description:	
Record Count:	
Hash Total:	
Total Credits:	
Total Debits:	

Per UNM Policy Business Policy #4310:

“Selling departments will retain documentation necessary to substantiate each charge transaction for three (3) years and make such evidence available to auditors, buying departments, and the University Controller's Office, if requested.”

To request supporting documentation please contact:

Submitter's Name:	
Submitter's Phone:	
Submitter's email address:	
Submitter's Signature	

Note: Batch Transmittal Forms for internal sales should be sent to FSM.

For FMS Use only:

.lis file number	
Banner Document number	