



MISSOURI DEPARTMENT OF TRANSPORTATION  
CONTROLLER'S DIVISION

**RECEIPT - TRANSMITTAL OF MONEY**

ISSUED TO (DISTRICT/DIVISION UNIT)	DATE ISSUED
COPY CHECK HERE AND PAPER CLIP ORIGINAL CHECK TO TRANSMITTAL	
<h1 style="font-size: 100px; opacity: 0.5;">SAMPLE</h1>	

**REASON FOR PAYMENT**

CHECK TYPE OF PAYMENT AND FILL IN APPLICABLE INFORMATION

<input type="checkbox"/> Cell Phone Reimburs.	<input type="checkbox"/> Sale of Scrap/Surplus	<input type="checkbox"/> Duplicate Payment	<input type="checkbox"/> Excess Award	<input type="checkbox"/> Excess Land/Fees
<input type="checkbox"/> Outdoor Advertising	<input type="checkbox"/> GovDeals	<input type="checkbox"/> Refund	<input type="checkbox"/> Driveway Permits	<input type="checkbox"/> Copies, Plans, Microfilm
<input type="checkbox"/> Property Damage	<input type="checkbox"/> Auction/Website	<input type="checkbox"/> Overpayments	<input type="checkbox"/> Other _____	

Total Transmittal Amount \$ \_\_\_\_\_ Project/Job (FMS #) \_\_\_\_\_ TAUCTND \_\_\_\_\_

County \_\_\_\_\_ Route \_\_\_\_\_ ODA Area # \_\_\_\_\_ Invoice # \_\_\_\_\_

Property Damage # \_\_\_\_\_ Permit # \_\_\_\_\_ E# \_\_\_\_\_ Parcel ID# \_\_\_\_\_

Case Name \_\_\_\_\_ Case # \_\_\_\_\_

Refundable Deposit? Y  N  Principal \$ \_\_\_\_\_ Interest \$ \_\_\_\_\_ Tract # \_\_\_\_\_

Buyer (Grantee) \_\_\_\_\_ Address \_\_\_\_\_

MoDOT Tag # \_\_\_\_\_ GovDeals Inventory ID # \_\_\_\_\_ FA# \_\_\_\_\_

SN/VIN # \_\_\_\_\_ FD# \_\_\_\_\_

Description \_\_\_\_\_

Other necessary information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DISTRICT/DIVISION CONTACT	TELEPHONE NUMBER	CT CODING USE ONLY
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## INSTRUCTIONS

Complete the "Issued to (District Unit)" box and the "Date Issued" box. This is the unit in your district to which the number has been assigned and the date the receipt was issued.

Paper clip the check to the receipt and make a copy. The copy now becomes the "original" receipt. Paper clip the check to what is now the "original" receipt and complete the "Reason For Payment" box in the lower half of the page. If there are multiple checks per receipt, copy the checks on a separate piece of paper and attach to the receipt.

**REASON FOR PAYMENT** – put an "X" in the box that describes the type of receipt.

**Total Transmittal Amount** – this will be the total of all checks for this transmittal.

The Controller's Division requires the following information on the different types of receipts:

**Cell Phone Reimbursement** – job # if applicable. **Do not attach the phone bill.**

**Outdoor Advertising** – invoice # (if for a biennial renewal), permit # and area #. Provide the reason for payment such as biennial renewal, new sign permit, transfer sign fee, vegetation permit, new junkyard, junkyard renewal in the "Other necessary information" area.

**Property Damage** – property damage # (PD or K), name, if different than name on check (in the "Other necessary information" area) and invoice number, if known.

**Sale of Scrap/Surplus** – complete TAUCTN \_\_ for your district/division and a description.

**GovDeals** – attach the GovDeals e-mail page from Customer Service which will include the GovDeals inventory id #, description and amount of each item or lot. If the receipt is for a fixed asset, include the MoDOT tag #, FA #, FD # and any other information that pertains to that item such as VIN # or serial #, (this should be written on the GovDeals page). If the receipt is not for a fixed asset item write, "no fixed asset" in the "other necessary information" area or the same page as the GovDeals email. Complete the TAUCTN \_\_ for your district/division.

**Auction/Website** – provide a description of the item and, if applicable, the MoDOT tag #, VIN #, FA # and FD #. Complete the TAUCTN \_\_ for your district.

**Duplicate Payment** – provide both payment document numbers it occurred on and project/job # if applicable.

**Refund** – reason for the refund and any project/job # if applicable.

**Overpayment** – provide a description of the overpayment and project/job # if applicable.

**Excess Awards** – project/job #, county, route, tract #, case name, case #, amounts of principal and/or interest.

**Driveway Permit** – provide permit #, county, route and check box if refundable or not.

**Excess Land/Fees** – reason for payment, county, route, project/job #, excess #, parcel id# and Grantee.

**Copies, Plans, Microfilm** – invoice #, if applicable.

**Other** – If the receipt is for something other than those listed above, such as a cost share project, motorist assist, money found on right of way, rent, etc., check this box and complete all information that applies to the receipt.

**DISTRICT CONTACT AND TELEPHONE NUMBER** – provide the name and phone number of the person who can provide information to the Controller's Division if there are questions about the receipt.