



Archive Reference Number:

EMERGENCY MANUAL TRANSMITTAL COVER SHEET

Total Number of Documents	Total Payment Amount	Print Date	Print Time	Agency Code

Gross Total:

Credit Total:

Contact Name:

Telephone Number:

Submission Date:

Authorized Signature:

Date:

Note Section:

GAD Auditor's Signature

Date



EMERGENCY MANUAL TRANSMITTAL COVER SHEET

After completing the Transmittal Cover Sheet, please print it to a new PDF and name it with the ARN.

Transmittal Cover Sheet Information		Instructions
Archive Reference Number	Enter the eight-digit Archive Reference Number (ARN).	
Total Number of Documents	Enter the total number of documents in your ARN file packet.	
Total Payment Amount	This field will calculate based on the Doc Payment Amount entered on the second page.	
Print Date	Enter the print date.	
Print Time	Enter the print time.	
Agency Code	Enter the three-digit batch agency code. The agency code will be an alpha character with two numbers, or three numbers for capital projects.	
Gross Total	Enter the gross total amount.	
Credit Total	Enter the credit total amount.	
Contact Name	Enter the name of the person to contact for any questions relating to this form.	
Telephone Number	Enter the telephone number/extension where we can contact you directly.	
Submission Date	Enter the date that this cover sheet was created.	
Authorized Signature	Enter your signature.	
Date	Enter the current date.	
Note Section	Enter a note if applicable.	
Transmittal Cover Sheet Page 2		Instructions
Item Number	Enter the item number.	
Document Number	Enter the document number	
Vendor Number	Enter the FEIN or Social Security number of the vendor, INCLUDING the prefix. Prefixes are "1" or alpha.	
Mail Code	Enter the three-digit mail code.	
Vendor Name	Enter the vendor's name as it currently appears in R*STARS.	
Document Payment Amount	Enter the total payment amount as displayed in R*STARS.	
Batch Agency	Enter the three-digit batch agency code. The agency code will be an alpha character with two numbers, or three numbers for capital projects.	
Batch Date	Enter the batch date as displayed in R*STARS.	
Batch Type	Enter the batch type.	
Batch No	Enter the batch number.	
Transaction Code (TC)	Enter the three-digit transaction code.	
Payment Distribution Type (PDT)	Enter the two-digit payment distribution type.	
Due Date	Enter the due date.	