Student Financial Services New PeopleSoft
Deposit Procedures for campus departments or groups

From: Student Financial Services

If your department is accepting cash, checks, or credit card payments for deposit to university accounts, please review the procedures outlined below.

To prepare and verify your deposit, please follow these important steps:

- Organize your deposit by a single event or activity. **If you will be preparing a deposit with more than one event or activity you must contact SFS to receive one on one training of the new PeopleSoft Process**
- **Section 1:** Provide contact information in case we need to get a hold of you
- **Section 2:** Record all cash, checks, Visa, Mastercard and Discover separately and American Express separately. The on-line form will total your cash when you enter quantities.
- Ensure that each individual check has the appropriate endorsement stamp on the back, and includes the appropriate PeopleSoft code written on the face of the check. (We must have this code in case the check is returned from the bank.)
- If you are including more than 1 check, attach a calculator tape total of all checks to your bundle.
- **Section 3:** Description of your event or activity using 30 characters or less. **PeopleSoft can take only one description per receipt.**
- **Section 4:** You will list SpeedCharts and Account numbers (plus chartfields as necessary). The description is for your records and will not be reflected on your receipt or in your budget report
- Verify that Section 2 total equals Section 4 totals
- Deliver deposit to Student Financial Services in Jones 019, office hours 8:30-4:30. We will verify your deposit and return your deposit bag with a receipt via campus mail. If you prefer, you may make arrangements to pick up your deposit bag from Student Financial Services.
- **End of month or time-sensitive deposits should be brought to Kris Budd in Jones 19**

Please bring all cash, check, or credit card payments with your prepared deposit slip to Student Financial Services Room 019 for deposit **within 3 days of receipt**. Checks that are held in departments for longer than 3 days have proven to have a high rate of return for non-sufficient funds, and have historically resulted in collection problems. Please do not use campus mail for the delivery of cash, checks, or credit cards.

An online deposit form is attached and also available on the Accounting & Budget Services website.

If you have any questions, please contact Kris Budd at 879-2730.