



DEPARTMENT DEPOSIT PROCEDURES

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:

- Use the [on-line departmental deposit form](#) that will automatically total your cash, checks and credit card receipts when you enter quantities and/or amounts. You can also print this out and fill it in manually.
- 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 the Office of Finance to receive instruction on the PeopleSoft Process.
- Section 1: Please provide the name, phone number and/or e-mail address of the best person to contact in case we have questions about the deposit.
- Section 2: Record all cash, checks, credit card charges (Visa, MasterCard and Discover together and American Express separately).
- Ensure that each individual check has the appropriate endorsement stamp on the back and includes the appropriate PeopleSoft code (Speedchart, account and Chartfield 1 as applicable) written on the face of the check. We must have this code on the face of the check in case the check is returned from the bank.
- If you are including more than 1 check, attach a calculator tape or excel spreadsheet listing all of the checks in your deposit with the total dollar amount at the bottom.
- Section 3: Description of your event or activity using **30** characters or less. PeopleSoft can take only one description per receipt and has a limitation of 30 characters. This is the description that you will see on your receipt and in Budget Manager Reports.
- Section 4: List SpeedCharts and Account numbers (plus Chartfield1 values if applicable). The description listed here is for your records only and will **not** be reflected on your receipt or in your Budget Manager Report.
- Verify that Section 2 total equals Section 4 total (look for "True" in the box below the Grand Total). If you see "False" make corrections to your deposit form until "True" appears.
- Deliver deposits to the Office of Finance in Jones 018, office hours 8:00-5:00. 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 the Office of Finance in Jones 018.

Please bring all cash, check, or credit card payments with your prepared deposit slip to the Office of Finance in Jones 018 for deposit **within 3 days of receipt**. Most deposits and especially end of month or time-sensitive deposits should be delivered to the Office of Finance on the same day. 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.

If you have any questions, please contact Joyce Reynolds at 879-2739.