

# Business Office Deposits

# Purpose of Training

- To make deposit procedure uniform across campus
- To reduce the time required for each deposit
- To make sure all departments are following State and Systems Auditor guidelines
- To correct and prevent deposit errors
- To answer questions regarding deposit process

# Rules for Depositors

Person bringing deposit must remain at the counter until the deposit is completed and he/she has received the cash receipts.

Deposits MUST be brought to the Business Office within 3 business days or when the deposit amount reaches \$200.00.

Deposits MUST have a transmittal sheet with sundry receipts for **each individual from whom money is received** if your office does not provide any other type of receipt, (ticket, cash register receipt, etc).

Transmittal must be completely filled out correctly.

# Rules for Depositors

Checks MUST be restrictively endorsed by the department that has received them. Endorsement must be completed by hand or by stamp and have check signer's license number on them.

If deposit has **\$2500.00** or more in cash, a police escort is **REQUIRED** from departmental office to Business Office.

All unsigned and non-endorsed checks will be removed from the deposit and the deposit amount will be adjusted accordingly at the discretion of the cashier.

# Reminders for Accepting Payments

**All employees hired to accept any type of payment must pass a background check with UPD.**

**All employees accepting credit card payments must be PCI compliant. For further information, contact Todd McNeill, x2078.**

**Employee(s) accepting payment should not be the same employee(s) preparing and bringing deposit to the Accounting and Business Office. Duties should be separated.**

# Accepting Cash Payments

All cash, (petty cash and cash payments) must be kept in a secure location such as a locked safe or cash register. Access to area must be limited to only employees eligible to accept payments.

Bills that are torn, excessively worn, or missing any corners should be accepted with caution. Partial bills may not be accepted by Wells Fargo.

Large amounts of coins must be correctly rolled.

# Accepting Credit Card Payments

All persons accepting credit card payments must be PCI compliant. Offices not in compliance must be reported to the Vice President for Risk Management.

All merchant copy of receipts must be neatly stacked in numeric order with the batch report stapled to the top.

All credit card sessions must be batched and balanced at the end of the business day.

All credit card batches must be deposited in the Business Office within 3 business days, or sooner if the batch exceeds \$200.00.

# Accepting Check Payments

**Checks procedures must be followed. If they are not followed, checks may not be accepted for deposit by cashiers. Offices that violate these policies must be reported to the Vice President of Risk Assessment.**

- All checks must have check writer's information PRINTED in the upper left hand corner of the check. (Counter and temporary checks are strongly discouraged).
- All checks MUST have check writer's state and driver's license number written on the front of the check.
- Check must be filled out correctly, (date, pay to filled out to WT department in the To line, and signature of check signer).



# Accepting Check Payments

- Back of check MUST have restrictive endorsement from department accepting check. Checks missing this endorsement will not be accepted for deposit. Endorsement must be either stamped or hand written:  
**“FOR DEPOSIT ONLY  
Department Name”**
- All checks accepted for payment must be issued a sundry receipt. Yellow copies must be included with your deposit.
- We encourage you to make copies of each check as back up with your deposit records

# First Step: Sundry Receipts

- Sundry Receipts are required to be issued to each individual that makes a transaction in your department that is **cash or check if you do not provide any other type of receipt, (ticket, cash register receipt, etc).**
- Sundry Receipt is the receipt your office issues to your customer, which is proof of their transaction

## Steps to Fill out Sundry Receipt

1. Be sure your heavy paper divider is in place
2. Use a ball point pen and write firmly so that the information shows on all three pages, (white, yellow and pink)
3. Give the white copy to the customer
4. Include the yellow copy in the deposit
5. Leave the pink copy in the Sundry Receipt book, (never remove this copy)

# Sundry Example

## CASH/RECEIPT TRANSMITTAL SHEET

Date: 3/16/2015 Department: Accounting and Business

Beginning sundry receipt number this batch	#	<u>101010</u>
Ending sundry receipt number this batch	#	<u>101025</u>
Corresponding Money Submitted	Coins	<u>10.00</u>
	Currency	<u>475.00</u>
Summary of Transaction: <u>Tee shirt sales 3/13-3/15</u> <u>lounge rental on 3/15</u> <u>broken lamp reimbursement</u>	Total Checks	<u>55.00</u>
	Buff Gold	<u>10.00</u>
	Total Credit Cards	<u>300.00</u>
	<b>Total</b>	<b><u>850.00</u></b>

Accounts to Post Deposit To:		
Non-AR Type	Account Number	Total Deposit for This Account
(X00)	XX-XXXXXXXX-XX-XXXX	
(S16)	<u>10-00000000-00-0315</u>	<u>475.00</u>
	Tee shirts	
Non-AR Type	Account Number	Total Deposit for This Account
(S14)	<u>11-00000000-00-0316</u>	<u>225.00</u>
	Lounge rental	
Non-AR Type	Account Number	Total Deposit for This Account
(M99)	<u>11-00000000-00-0905</u>	<u>150.00</u>
	Broken lamp	
Non-AR Type	Account Number	Total Deposit for This Account
		<u>0.00</u>
Non-AR Type	Account Number	Total Deposit for This Account
		<u>0.00</u>
<b>Transmittal Total</b>		<b><u>850.00</u></b>

Signed Sally Buffalo

Deposit Contact Name Sally Buffalo  
Deposit Contact Number 867-5309

# Trouble Shooting Sundries

## What if I need to void a Sundry Receipt?

Put the white and yellow copies back in order over the pink copy if they have been removed, (you may tape them in place). Write VOID on the white copy so that it is also legible on the Yellow and Pink copies.

## What if I am missing the yellow copy of the Sundry Receipt?

You should never lose your yellow copy, however if you give this copy to the customer by mistake, you may submit the white copy with your deposit.

## What if I run out of Sundry Receipts?

You may come to the Business Office and pick up another sundry receipt book if your current book is running low so that you do not have to be completely out of receipts.

# Sundry Reminders

- Completely used sundry books must be returned to the Business Office.
- Sundry books must be re-checked out every August.
- Sundry books must be turned in to the Business Office if the person the books is issued to leaves the University or changes departments.
- No office/individual should have more than two sundry books at any time with exception given to offices that will accept multiple payments each day for events such as summer camps.

# Prepare Cash for Deposit

Bills must be face up, in denomination order, with largest bills on bottom and smallest on top.

If cash is in excessive amounts, 50 bills of the same denomination should be bundled with one rubber band around each end OR an appropriate bundle tape.

Large amounts of coins should be wrapped to expedite deposit time. Otherwise, the Business Office will wrap your coins, but it will take longer for your deposit to be completed.

Deposits with large amounts of cash should be deposited as early in the day as possible.

# Second Step: Transmittal

We strongly encourage everyone to use the electronic copy of the transmittal form, (excel spreadsheet), so that all information is legible.

- The new transmittal is set up with appropriate format and formulas to calculate and balance based on what you input for cash, coin, check, credit card and Buffalo Gold.
- This transmittal will use the date that the spreadsheet is opened each time. You do not need to change this box.
- This transmittal is set up to make several deposits into different accounts. Each account listed will have a separate cash receipt. This is especially helpful for offices that sell tickets for more than one sport or event, or materials such as tee shirts, on concurrent days, (instead of creating one entire transmittal for each day's sales).

# Walk Through of Transmittal

CASH/RECEIPT TRANSMITTAL SHEET

Date: 3/16/2015 Department: Accounting and Business

Beginning sundry receipt number this batch # 101010  
 Ending sundry receipt number this batch # 101025  
 Corresponding Money Submitted  
 Coins Coins 10.00  
 Currency 475.00  
 Summary of Transaction:  
 Tee shirt sales 3/13-3/15  
 lounge rental on 3/15  
 broken lamp reimbursement

Total Checks 55.00  
 Buff Gold 10.00  
 Total Credit Cards 300.00  
 Total 850.00

Accounts to Post Deposit To:  
 Non-AR Type Account Number  
 (X00) XX-XXXXXXX-XX-XXXX  
 (S16) 10-0000000-00-0315  
 Tee shirts  
 Non-AR Type Account Number  
 (S14) 11-0000000-00-0316  
 Lounge rental  
 Non-AR Type Account Number  
 (M99) 11-0000000-00-0905  
 Broken lamp  
 Non-AR Type Account Number  
 Non-AR Type Account Number

Total Deposit for This Account 475.00  
 Total Deposit for This Account 225.00  
 Total Deposit for This Account 150.00  
 Total Deposit for This Account 0.00  
 Total Deposit for This Account 0.00

Transmittal Total 850.00

Signed Sally Buffalo

Deposit Contact Name Sally Buffalo  
 Deposit Contact Number 867-5309

- Save the file after each use which will help keep your sundry numbers in order
- Department can be either the actual department or office, or the name of the account if it is specific to a program
- Remember that dates will be automatic
- Remember to use space under account number for deposit summary



# Top of Transmittal

## CASH/RECEIPT TRANSMITTLE SHEET

Date: 3/16/2015

Department: Accounting and Business

Beginning sundry receipt number this batch

# 101010

Sundry range for all sundry receipts in deposit.

Ending sundry receipt number this batch

# 101025

Corresponding Money Submitted

Coins 10.00

Currency 475.00

Total Checks 55.00

Buff Gold 10.00

Total Credit Cards 300.00

Column will automatically total

**Total** 850.00

# Summary on Transmittal

## Summary of Transaction:

Tee shirt sales 3/13-3/15

lounge rental on 3/15

broken lamp reimbursement

- Summary needs to be brief but exact
- Use one line for each account number
- This description will appear on your Budget Status Report for reconciling
- Cashiers will use this information to be sure that non-ar and object code are appropriate on transmittal

# Middle of Transmittal

Non-AR Type-  
Specific for  
deposit type

Accounts to Post Deposit To:  
**Non-AR Type** Account Number  
 (S16) 10-0000000-00-0315  
 D: Tee Shirt Sales 3/13-3/15

Total Deposit for This Account  
 475.00

Account number-  
should include  
object code

(S14) 11-0000000-00-0316  
 D: Lounge Rental- 3/15/15

Total Deposit for This Account  
 225.00

D- Description for  
cash receipt,  
limited amount of  
characters,  
please be brief.

(M99) 11-0000000-00-0905  
 D: Reimbusment for broken lamp  
 D:  
 D:

Total Deposit for This Account  
 150.00

Total Deposit for This Account  
 0.00

Total Deposit for This Account  
 0.00

Spreadsheet will automatically total.  
 This total should match the total at  
 the top of the transmittal

**Transmittal Total** 850.00

# Bottom of Transmittal

Signed *Sally Buffalo*

Deposit Contact Name Sally Buffalo  
Deposit Contact Number 867-5309

Individual that prepared deposit, prints out and physically signs the transmittal.

Contact information is included for the purpose of having a specific person to contact if there is a discrepancy with the deposit.

This is especially helpful if the depositor is not the person who prepared the deposit.

# Non AR Codes and Object Codes

**Non AR Codes** are tied to the object code, if the Non AR code and object code on the deposit are not tied, the cashier may not be able to get the deposit into your account.

Some Non AR codes are specific and do not require an account number or object code. For example, sales tax has a Non AR code of To2 because all sales tax deposited for campus sales must be deposited to the University's sales tax account.

**Object Codes** specify what type of deposit is made into your account, and are then listed on the Budget Status Report under these codes so that you can reconcile your deposits.

Please remember that you can always check your account to be sure that it has the object code available. If the object code is not set up for your account, you can do so by contacting the Business Office and making that request before deposits are brought to the cashier window.

**\*When setting up new accounts, be as specific as possible so that all appropriate object codes can be made available on your new accounts.**

# Recommendations

- Keep a copy of all transmittals in your office
- Attach the cash receipts to your transmittal copy/copies
- Reconcile your deposits regularly
- Bring large deposits to the Business Office as early as possible in the day
- Do not bring large deposits on payment deadline days as lines are long for student account payments and large deposits delay students

# Reconcile Your Deposit

For the next business day, open a budget status report through Buff Advisor and check that your deposit has been made into the correct account, and under the correct object code. If you see an error, email your request for a correction to:

[corrections@wtamu.edu](mailto:corrections@wtamu.edu)