

Department Deposit Instructions

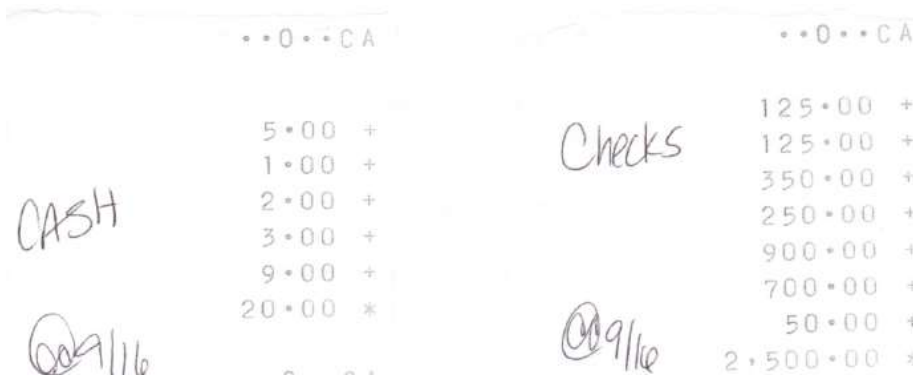
All department deposits must be accompanied by a completed [Department Deposit Form](#) for processing in Student Business Services. It is important that all fields are completed, as incomplete forms will be rejected.

Department Deposit Form																			
Date: <u>9/1/2014</u>				<table style="width: 100%; border-collapse: collapse;"> <tr><td>Cash</td><td style="text-align: right;">20.00</td></tr> <tr><td>Checks</td><td style="text-align: right;">2,500.00</td></tr> <tr><td>Credit Cards</td><td style="text-align: right;">250.00</td></tr> <tr><td>Web CC</td><td style="text-align: right;">650.00</td></tr> <tr><td>ACH</td><td style="text-align: right;">300.00</td></tr> <tr><td>Total</td><td style="text-align: right;">\$4,170.00</td></tr> </table>				Cash	20.00	Checks	2,500.00	Credit Cards	250.00	Web CC	650.00	ACH	300.00	Total	\$4,170.00
Cash	20.00																		
Checks	2,500.00																		
Credit Cards	250.00																		
Web CC	650.00																		
ACH	300.00																		
Total	\$4,170.00																		
Department: <u>Money Office</u>																			
Account Manager: <u>Boko Bobeat</u>																			
Prepared by: <u>John Cal</u>		Contact number: <u>241-3111</u>																	
Bank	General Ledger	Cost Center	Fund	Internal Order	Receipt #	Description (up to 25 chars)	Amount												
1	10	417110	14XXXXXXXX	20XXXXXXXX	1234-1356	money camp registration	\$4,170.00												
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			
15																			
16																			
17																			
18																			
19																			
20																			
Total Deposit							\$4,170.00												

Note: Funds deposited into the accounts above may not be available for use until 1 to 2 business days after the deposit.

Items that must accompany your completed deposit form are as follows:

1. A tape for each tender type that details the total amount being deposited for each tender. If an adding machine is unavailable, the detail may be put in Excel format.



*Credit Card, Credit Card Web, & ACH totals may be confirmed by settlement reports provided by card terminals or online payment system batch settlement or ACH file report.

2. Receipt Book for verification by SBS that all receipts have been accounted for and deposited, as well as verification that receipt totals match the amount being deposited. Timeliness of deposits is also assessed by SBS.

Note: Account coding must be accurate in order for SBS to process the deposit. Verification of account coding should take place prior to bringing the deposit to SBS.