

10 steps to making a Departmental Deposits

1. Start at the bottom of the receipt book and go up.
2. Fill in all lines of the receipt.
3. If you need to void a receipt make sure you bring the Cashier the WHITE and PINK copies. And write VOID on them. Pink copies must be in numerical order.
4. Make sure all checks are payable to Tarleton State University or TSU.
5. Checks need to be endorsed with “deposit only” and the account number it needs to be deposited into MUST be written on the back.
6. All cash, checks, and credit cards need to be divided up and have an adding tape attached with the total of each individual group. Then attach a tape adding up all types of payments to show the total of the whole deposit. (The total of all payments should equal the total of all of the pink receipts.)
7. If you have more than one account to make deposits for, make an adding tape showing how much needs to go into each account.
8. If you have more than one receipt book, separate the payments for each book and organize them as described above.
9. All deposits must be made daily if 200.00 or more otherwise every 3 days.
10. All deposits must be made by 3:00 each day.

Please feel free to call the Cashier’s Office at Ext- 9607 or visit <http://www.tarleton.edu/business/facultystaff/departmentaldeposits.html> if you have any questions!

Sundry Receipt Procedures:

There are 2 different types of sundrys. Deposits from departments on campus and individuals paying for various things.

Departmental Deposit Sundrys:

The department that is bringing the deposit should have it organized with adding tapes on all types of payment, a tape on their pink slips from their receipt book, or they must have a spreadsheet with the amount and acct & code information on it.

1. Separate payment types (cash, checks, & CC's) as well as the pink slips from the receipt book.
2. Compare your totals with the dept.'s totals of each type and make sure they match. If it does not match do NOT accept it. Send it back to the department to correct.
3. If each payment type matches add them all to get a lump sum. This sum should equal the total you got for their pink slips.
4. Verify the checks are written out correctly and that the account number is written on the back of the checks.
5. Make sure the department has the account and codes they need to make their deposit into, they should have this information. But if they do not, we have most account and codes on our spreadsheet.
6. **Filling out the sundry...** The department should also have this organized. If they have multiple account & code numbers, they should have listed out how much needs to be put into each account.
 - Fill in the date the name of the person that has brought the deposit or the responsible party.
 - Fill in the account and code and any sub-account numbers.
 - Fill in the description with the most information you can.
 - Fill in the amounts accordingly.
 - Add the amounts you listed on the sundry and put the total at the top. (This should also equal their lump sum.)
 - In the box in the right lower corner, initial it and put a check mark next to each form of payment that was included in the deposit.
 - Tear the pink sundry copy off, quadruple fold it and staple it in the receipt book behind the light yellow copy of the last receipt they used in that day's deposit.
 - Give the person making the deposit the light yellow sundry copy.

At this point the depositor is free to go.

- The white copy is yours. You will need to attach any paperwork that came with the deposit and the pink slips to it. You can now put this away with your other sundrys for the day to add and balance with later.

- Put any CASH AWAY immediately. Never leave cash sitting out.
- Stamp the back of ALL checks. Put them with the rest of your checks for the day.
- On their CCs, add them if there are multiple settlements and attach an adding tape to the bunch. Label it with the dept name, if it came from online, your initials, and date. Put them away with the rest of your CCs that will be put on our balance sheet at the end of the day.

This should conclude the deposit.

Individuals Paying Various Things...

We have lots of things people can pay for. Testing, Housing Apps, App Fees, etc...

1. Ask what it is the patron needs to pay for first.
2. Make sure you have the account and code to deposit the payment into.
3. Verify with the person the amount they are paying.
4. If they are using a CC, run the card at this time, then have them sign our copy.
5. If they are paying with a check make sure it is written correctly, stamp it, and put the account number on the back.
6. Filling out the sundry...
 - Fill in the date and the name of the person paying. If it is a student, be sure to put the **student ID # next to their last name.**
 - Fill in the account, code, and any sub account numbers needed.
 - Fill in the description.
 - Fill in the amount they paid.
 - Fill in the total amount at the top of the sundry as well.
 - Initial and put a check mark next to the form of payment they used.
 - Tear off the pink copy and give it to the patron, this is their receipt. (If they paid with a CC staple their copy to their pink sundry copy, if it was over the phone just keep it and put it with your dept CCs to put on your sheet at the end of the day.)
 - If they pay over the phone, just leave the pink and yellow sundries attached.
 - The yellow copy will go to the dept for whatever they paid for. Some depts. come pick theirs up when they make their deposits and some we mail the receipts to a designated person or dept. and some we send with the patron to give to the dept. themselves.

At this point the patron is free to go.

7. The white copy is yours to keep. Put it away with the rest of your sundrys for the day.
8. Put away the form(s) of payment they used away in your drawers to balance with later.

ALL DONE!

