Departmental Deposit Bag Procedure

Purpose: Prepare and seal deposit bag to be taken to SBS for processing

Who performs: Galveston Departments that take in funds

When: As needed

Revised: 12/12/17 MS

Process:

Departmental Deposit Bag Process:

- Once iPay has been processed and all funds/paperwork match
 - All checks/money orders must be stamped
 - Deposit stamp MUST HAVE the Department name and "For deposit only"
 - Check for legal line errors
 - All checks have been endorsed
 - Fill out deposit slip (3 part in a book)
 - White slip will be sent to the bank in the deposit bag
 - Pink slip will be taken to SBS
 - Yellow copy will stay in the deposit book for future reference
 - o Verify all amounts on deposit slip match
 - Remove the top perforated deposit bag number (cut a square around the bag number)
 - Tape the bag number to the yellow deposit slip
 - o Add cash/check/money order total to the deposit bag
 - Top portion of deposit bag is for CASH ONLY
 - Bottom portion of deposit bag is for all check/money order
 - ONLY use Black or Blue ballpoint pen(NO GEL PENS)
 - White deposit slip should be on the bottom part of the deposit bag facing up with the checks/money order
 - Verify that the deposit slip amount matches the bag contents
 - Foreign checks must be processed separately from other checks
 - Must have its own deposit slip
 - Sealed in its own deposit bag

What To Take to SBS Office:

- Sealed deposit bag
- Pink deposit slip
- Paperwork- any backup paperwork will be kept by SBS for reconciling and auditing purposes
 - For iPay, please notify SBS staff then fill out iPay login book

Requesting additional deposit books:

- Each department will be given a specific location number (numbers 1-30)
- Each department will be given one deposit book at a time
- When requesting additional deposit book, let the SBS staff know the location that corresponds to your department so that you are given the correct deposit book
- SBS will also disburse deposit bags as needed

For deposit assistance, please contact Marjorie at msalinas@tamu.edu or ext. 4433

5458199006 - cut off,

DATE (FECHA):

AMOUNT (CANTIDAD): yellow deposit slip for your records



The word "VOID" appearing may indicate tampering. DO NOT open SAFELOK. Notify sender.

Si la palabra "INVALIDO" aparece puede Indicar que la cerradura ha sido forzada. No abra SAFELOK. Notifique al remitente.

USE BME/BLACK INK PEN THAT SMEAK TO SEE BME BLACK INK PENS THAT SMEAK TO SEE BME THAT SMEAK TO SMEAK T

CASH ONLY IN THIS POUCH (SOLO DINERO EN EFECTIVO EN ESTE BOLSILLO)





Remove tear off receipt and keep with your copy of deposit sup,

Remueva el talonarlo separable y guarde con su copia de la hoja de depósito.



Fold back green adhesive flop on CASH pouch, Romove release liner,



Press tirmty on entire length of green adhesive flap. If you make a wistake, do NOT. stempt to resent.

resione tirmamente a través de la tapa idhesiva verde, Si comete un ervor, O trate de re-scilaria



WELLS FARGO BANK

Customer Name (Nombre del cliente) TO: WELLS FARCIO HOUSTON

TX AR M UNIV GAL Date (Feelia) Store Number (Número de tienda)

Deposit Prepared By (Depósito preparado por DEPARTMENT NAM

Deposit Account Number (número de cuenta de depósito) NEED TO

Said to Contain: (Valor del Contenido)



TOTAL

CHECKS (Bottom) CASH (Top) CHEQUES (abajo) DINERO (arriba)

TOTAL TOTAL Para Abric Numbers 456 should appear

Do Not Cut Here To

Open

No Corte Por

			NO OFFICE USE CMLY.
		DEPOSIT TICKET ' 97.05.1	
	and Bright	TEXAS A & M UNIVERSITY LOCATION #0001 WELLS FARGO BANK, N.A. BRYAN, TX 77802	119
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