Procedure for Galveston Departmental Deposits

Purpose: Verify departments are following current procedures

Who performs: Galveston Cashiers

When: As Needed

Revised: 04-08-15 AAC

Process:

- When a department brings you a deposit to process
  - Verify that the top and bottom half of the bag are sealed
  - Top portion of deposit bag has coin / cash only
  - Bottom portion has checks and white deposit slip
  - White deposit slip is facing up
  - Verify that the deposit slip amount and the amount on the top of the bag match
  - Deposit bag is filled out in blue or black ink
  - Foreign checks must be kept separately and in their own deposit bag
  - Until departments are familiar with this process, Cashiers should ask the department rep if they stamped each check with the departmental stamp (must have account number on it)

- Cashier Process
  - Department is bring pink deposit slip with account numbers needed for processing to the Cashiers.
  - Cashier will process accordingly
    - In it's own payfile
    - Lock and close the payfile
  - Core receipt is given to the departmental rep
  - Paperwork and pink deposit slip are put aside by the Cashier for end of day balancing
    - This paperwork will be taken to FMS for reconciling and or will be imaged (don't know what GV's process is)
  - Department keeps the yellow deposit slip attached to the deposit book for future reference.

- Sealed Deposit Bag Process
  - Log deposit bag number on the mantext for courier pick up
Approved Authority for Change Order Requests
Texas A&M University – GSC, Suite 2801
(Updated 4/04)

APPROVAL AUTHORITY

The signers below are authorized to sign on Change Order Request forms for the department listed below. I understand my department’s internal cash controls and that a deposit must be made within 24 hours in the same amount as any Change Order Request form submitted.

Department: ____________________________

#1 X ____________________________
Signature
Typed Name: ____________________________
Title: ____________________________

#2 X ____________________________
Signature
Typed Name: ____________________________
Title: ____________________________

#3 X ____________________________
Signature
Typed Name: ____________________________
Title: ____________________________

#4 X ____________________________
Signature
Typed Name: ____________________________
Title: ____________________________

APPROVAL OF DEPARTMENT & BUSINESS OFFICER

After reviewing this form’s instructions, I certify that those authorized above may sign and authorize change order requests for the department.

Signature of Department Head/Director: ____________________________ Date: ____________________________

#1 X ____________________________
Signature of Business Officer (If Academic Department): ____________________________ Date: ____________________________

MAIL ORIGINAL FORM TO STUDENT BUSINESS SERVICES ATTN: CASHIERS, GSC, Suite 2801
Departmental Deposit Procedures
Texas A&M University

System Policy
• Ensure that proper segregation of duties is performed during the preparation of the deposit. In no instance should a person receiving and preparing the deposit also be responsible for reconciling the accounts.
• Cash (currency and coin) deposits greater than $2,500.00 require a secured transport, per System Regulation 21.01.02. If cash in the deposits are consistently more than $2,500.00 then contact Financial Management Operations – Banking at 438-4199 to schedule a permanent daily pick up of deposits. If deposit is only occasionally greater than $2,500.00, please contact Cashiers at 862-5762 when this occurs to schedule “one time” pick up by the courier service. Please call to schedule the pick up as soon as the need is identified.

Bank Deposit Slips and Plastic Deposit Bags
• Cashiers will provide pre-numbered 3-part deposit slips and plastic (tamper resistant) deposit bags for the bank deposit. The first 3 digits of the deposit slip is a location number and will identify your department to the Cashiers and the bank. The last 4 digits is a sequential deposit number.
• All bank deposit slips and bags must be ordered through the Cashier’s office (MS6001, sbssprocessing@vpsftp.tamu.edu) and picked up from the General Services Complex Suite 2801 (business hours are 8 a.m. – 3 p.m.)

Preparing the Bank Deposit:
• Total the Currency –
  o Count the currency
  o Bundle the currency
    All currency should be face up, and secured with a rubber band. No staples or paperclips.
    Do not have more than 500 bills in each rubber band bundle.
    Only one denomination per bundle (i.e. only 1s or 5s or 10s …)
    o Indicate total amount of currency on the “currency” line on the deposit slip
• Total the Coins –
  o Count the coin
  o Place it in an envelope and seal it
  o Indicate amount of coin on the “coin” line on the deposit slip
  o If coin totals more than $10.00, a separate deposit for coin-only must be prepared. See coin deposit preparation instructions below.
• Total the Checks –
  o Be sure the checks are properly endorsed (This should be done immediately upon receipt of check).
    The endorsement should be in compliance with rule 21.01.02.M0.02.
  o Checks should all be face up, in the same direction
    Bundles should contain not more than 250 checks
    Bundles should be secured with a rubber band. No staples or paperclips.
  o Run two tapes per bundle running a tape on the checks each time (please do not run a second tape from first tape).
    Verify that the tapes equal.
    Keep one tape for your records.
    Include the other tape with the corresponding check bundle.
  o Run two grand-total tapes of the totals of each check bundle
    Verify that the tapes equal.
    Keep one tape for your records.
Put check bundles in order of taping and place the other grand-total check tape on top, wrap one rubber band around the batch.
- Indicate grand-total amount of checks on the “check ID” line on the deposit slip
- **Total Deposit**
  - Total the currency, coins and check amounts
  - Write this total in both total boxes on the deposit slip
  - Be sure this total matches your iPayment Payfile total.
- **Batching Deposit**
  - Place currency and bank deposit slip (original – white copy) on top of banded checks.
  - Rubber band the entire packet again with one rubber band.
  - The other two slips (pink and yellow copy) should be retained for the department’s records.
- **Coin only deposit (More than $10.00 in coin)**
  - Count the coin
    - Mixed coin deposits are o.k.
    - Do not wrap the coin.
  - Indicate amount of coin on the “coin” line on the deposit slip
  - Write this total in both total boxes on the deposit slip
  - Be sure this total plus your other deposit slip total matches your iPayment Payfile total.

**Bagging the Deposit**
- On the plastic deposit bag (obtained from the Cashiers - see “Bank Deposit Slips and Plastic Deposit Bags”) fill out the following:
  - To: Wells Fargo
  - From: Department name
  - Amount: Total Deposit
  - Write the date from the deposit slip on the bag
- Place batched deposit and coins (up to $10.00 in coin) in the bag.
- Place coin-only deposit (more than $10.00) in an ‘A’ size bag or smaller.
  - All deposits must weigh less than 50 lbs, and using the ‘A’ size bag or smaller will ensure that the coin-only deposit will meet that requirement.
- Seal the bag by removing perforated strip.
- Cut bag number from perforated strip and file.
  - Many users tape the bag number to their yellow copy of their deposit slip

**Making the deposit**
- **If using courier service**
  - Complete the 3-part manifest form (provided by courier service).
    - Include the following on the form:
      - Received from: Department name
      - Delivery To: Wells Fargo
      - Date
Department Deposit Procedures

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

Who performs: Galveston Departments that take in funds

When: As Needed

Revised: 04-08-15 AAC

Process:

Departmental Deposit Process:
- Once the staff member has verified that all funds / paperwork match
  - All checks must be stamped
    - Deposit stamp must have the departments account number on it
    - 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 the Cashiers with paperwork
    - Yellow copy will stay in the deposit book for future reference
  - Verify all amounts on deposit slip match
  - Remove the top perforated deposit bag number (cut a square around the bag number)
    - You will tape the bag number to the yellow deposit slip
  - Add cash / check total to the deposit bag
    - Top portion of deposit bag is for CASH Only
    - Bottom portion of deposit bag is for all checks
    - ONLY use Black or Blue ink
  - White deposit slip should be in the bottom part of the deposit bag with the check and should be facing up
  - Verify that the deposit slip amount and the amount on the top of the bag match
  - Foreign checks must be processed separately from other checks
    - Must have their own deposit slip
    - and sealed in their own deposit bag

Cashier’s office:
- Get all paperwork with account numbers ready to take to the Cashier office, along with the sealed deposit bag
  - Bring pink deposit slip with account numbers needed for processing
  - Cashier will process accordingly
    - Once the Cashier has processed a Core receipt will be provided
    - You can add this receipt to the yellow deposit slip
    - Paperwork will be kept by the Cashier for FMS reconciling
TEXAS A&M UNIVERSITY
CHANGE ORDER REQUEST
(Updated 5/06)

TO: Wells Fargo Vault
DATE/TIME: ____________________
ORDER NO.: ____________________

Offsetting Deposit slip #: ____________
(required – SBS will not approve without it)
GSC, Suite 2801 Fax: 458-3961

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TOTAL CURRENCY $0.00 TOTAL COIN $0.00
TOTAL CASH AMOUNT $0.00

Authorized Signature for department ____________________________
Printed Name ____________________________

I understand my department’s internal cash controls and that a deposit must be made within 24 hours in the same amount as the Change Order Request.

DEPARTMENT TO DELIVER TO (check one):

☐ GSC-2801  Rec. Sports  Athletic Business Office
☐ Special Events – MSC  Transportation/Parking  ☐ Easterwood Airport
☐ SOFC  ☑ MSC – Rm 221  ☐ Other ____________________________

For SBS and FMO use only

Signature of Student Business Services Director ____________________________ Date ____________
Prepaid Voucher: Screen 109
Vendor: 14603819560 Voucher: ______ Type: 6 Dept Ref: ____________
Inv Date: ______ Order Date: ______
Description: ____________________ Cashiers Cash Order IC: R RSN: NI
(Deposit Slip #)
Account # 001003 Object Code: 1120 Bank: 04060
Item Amount: ______ Inv Rec Date: ______ Delivery Date: ______

Signature – Voucher Auditor ____________________________ Date ____________