

Procedure for 10TAMUG Departmental Deposit Bag

Who Performs: TAMUG Department Account Managers, Business Coordinator

Purpose: TAMUG Departments prepare and seal deposit bag(s) to be taken to Student Business Services for courier pickup

Process and Related Procedures: <https://fmo.tamu.edu/sales-receivables/docs/cash-deposit/bank-deposit-slips-bags.html>

Regulations and Other Rulings: Please review Cash Handling Rules: “System Regulation (21.01.02) Receipt, Custody, and Deposit of Revenues” at <http://tamus.edu/offices/policy/policies/word> and Standard Administrative Procedure “Check Endorsement Requirements” • Ensure that proper segregation of duties is performed during the preparation of the deposit. In no instance should a person receipting 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 979-458-4199 to schedule a permanent daily pick up of deposits.

Date Last Revised: 08/13/2025

Revised By: MS

Procedure Instructions:

- Once your deposit has been processed via iPayment in TAMUS SSO and all funds/paperwork match
 - All checks/money orders must be endorsed (This should be done immediately upon receipt of check).
- Deposit stamp for endorsement MUST HAVE the department name, and “For deposit only.” This stamp can be ordered through the Tejas punchout in Aggie Buy.
 - Check for legal line errors
 - All checks should be made payable to Texas A&M University or TAMUG
- Fill out pre-numbered 3-part deposit slip
 - White slip will be sent to the bank in the deposit bag
 - Pink slip will be attached to your backup forms for your department’s safekeeping
 - Yellow slip will stay in the deposit book for your department’s future reference
 - Verify all amounts on deposit slip match. Run two tapes for multiple checks verifying the tapes are equal. Keep one tape for your records and the other one with the corresponding deposit.
- When bagging deposits, fill out the following:
 - Customer Name: Texas A&M University at Galveston or TAMUG
 - Store Number: Your Department Name
 - Date of Deposit: Write the date from the deposit slip on the bag
 - Said to Contain: Amount of deposit
 - Cut the perforated deposit bag number and file
 - Many users tape the bag number to their yellow copy of their deposit slip
 - Top portion of deposit bag is for CASH ONLY. All currency should be face up and coins are placed in a small, sealed envelope. For large volume of cash deposits, please secure and bundle with a rubber band. Only one denomination per bundle (i.e. only 1’s, 5’s, 10’s, 20’s....) Indicate total amount of currency and coins in the currency/coin line on the deposit slip.
 - Bottom portion of deposit bag is for checks and white deposit slip only, facing up
 - Please only use Black or Blue ballpoint pen (**NO GEL PENS that smear**)
- Verify that the deposit slip amount matches the bag contents
- Make sure bag is **completely sealed** on both cash and check portions
- Make sure there are two initials on the deposit slip (one bagging the deposit, and the other verifying the deposit)
- Foreign checks must be processed separately from other checks
 - Must have its own deposit slip
 - Sealed in its own deposit bag
- Where to take the sealed deposit bag

- Please drop off sealed deposit bags in Student Business Services Payment Booth, Mondays through Fridays between 8:00 am until 3:00pm. We are located in Main building, Suite 104-C. If no one is available in the payment booth when you arrive during our scheduled business hours, please check in on the iPad kiosk in front of the reception area and select “Student Business Services” from the list. Someone will assist you shortly!
- Requesting additional deposit slips
 - All 10TAMUG deposit slips will need to be ordered via TAMUG Student Business Services at tuitioninfo@tamug.edu
 - Please provide your location number, Department name, and starting deposit slip number. The first 3 digits of the deposit slip is your department’s location number and will identify the department to SBS, FMO, and the university’s financial institution. The last 4 digits is a sequential deposit number.
 - Please allow 5-7 business days, not including deliver times to process your request.
- **Questions concerning deposit procedures?**
 - Student Business Services (tuitioninfo@tamug.edu)
 - To order pre-numbered deposit slips and tamper-resistant deposit bags
 - To coordinate special deposit drop off
- Financial Management Operations (FMO) [Support : Texas A&M University](#)
 - How to enter deposit in iPayment
 - If a deposit has not posted to your department’s FAMIS account and it has been at least 3 business days.

Thanks and Gig’Em!