

Section 06.05.02.02

MAKING DEPOSITS/DAILY DEPOSIT PROCEDURES

The campus community should take every precaution for the safe and secure transport of monies to the Business Office when making deposits. **Each person transporting cash funds in excess of \$2,500.00 between offices or between an office and the Business Office must be accompanied by a University Police Officer. DO NOT use campus mail to send checks to Business Office.**

Prior to arriving at the Business Office, there are several processing steps that must be done to balance and prepare your transactions for deposit at the business office. These steps will not only result in a timely process but an accurate posting of your transactions to FAMIS. Deposits not meeting these criteria may not be accepted at the Business Office.

Departmental Daily Deposit Procedures

1. Verify that all funds (cash, checks, credit cards) collected equal to the total receipts issued.
2. Run a double tape on the checks collected. Both tapes must accompany the checks.
3. Fill out a General Receipts Deposit Form. This form can be found on the Business Office website under downloadable forms (<http://falcon.tamucc.edu/~business/default.html>).
4. One General Receipt Deposit Form will need to be filled out for each type of payment type (i.e. Cash, Check or Credit Card). So, if your deposit includes cash and checks, two forms must be filled out for this deposit.
5. Bring the deposit form and funds collected to the Business Office for deposit. The Business Office will use the information provided on the deposit form to deposit the funds into FAMIS and will issue a system generated receipt.
6. Verify that all information on the system generated receipt is correct prior to leaving the Business Office.

Transactions to be deposited should never be left at the Business Office to be processed at a later time nor should be left at an unattended or unoccupied cashier station.