

Henderson State University

Departmental Deposits

Procedures and Acknowledgement of Responsibility

Departments receiving more than \$100.00 per day are required to make daily deposits. Departments receiving less than \$100.00 per day are required to make deposits when they accumulate \$100.00, or weekly, whichever comes first.

All departments should use the official University Cashiers Office Cash Receipt Transmittal document. The transmittal document must include:

- date
- department
- amount per category, and account number
- total deposit
- amount of checks and cash
- a short description of the activities generating the funds
- the initials of the person preparing the transmittal document.
- transaction code

Under no circumstances are deposits to be forwarded to the University Cashiers Office through Campus Mail.

Departments are responsible for verifying the deposit activity in status on a monthly basis. All discrepancies are to be brought to the attention of the University Cashiers Office in a timely manner; otherwise, the errors could result in the loss of funds for the department.

I acknowledge that I have received a copy of the procedures for making departmental deposits and I understand the procedures that will be required of me to follow in order to make Departmental Deposits.

Signature

Date

Printed Name

Acct. Number(s) Used

Business Office Authorization

Date