OP 62.07: Departmental Deposits and Completion of the Departmental Information Sheet (DDIS)

DATE: April 11, 2014

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish the procedures used for making departmental deposits with Accounts Receivable using the Departmental Deposit Information Sheet form.

REVIEW: This OP will be reviewed in November of each year by the managing director of Accounts Receivable with substantive revisions forwarded to the vice president for administration and finance and chief financial officer.

POLICY/PROCEDURE

1. Departmental Deposit Procedures for Cash, Checks, and Credit Cards

   a. All deposits will come to Accounts Receivable (AR) for approval and processing. No deposits will be submitted directly to the bank by a department. If Loomis picks up a department’s deposit, they will continue to pick up and drop the deposits at AR for verification. AR will prepare all deposit slips and remit to the bank daily. No deposits are to be sent through U.S. or campus mail.

   b. All deposits are to be submitted in a sealed plastic deposit bag provided by AR. The department name, contact number, and the amount of cash and coin must be on the front of the deposit bag.

   c. The Departmental Deposit Information Sheet (DDIS) form may be obtained from AR or from the AR website at http://www.depts.ttu.edu/fa/departments/ar.

   d. All deposits for cash, checks, and credit cards must be submitted to AR within two business days of receipt. All deposits received by departments must be held in a vault, safe, or other locked and secure location until they are transported to AR. If funds are received over a weekend or holiday, arrangements for pick-up by Loomis during those times may be made through AR.

   e. Attach an Excel spreadsheet (rather than a calculator tape) of the amounts of checks and cash to the DDIS form. Only one credit card batch per line may be submitted and the original batch settlement must be included with the deposit. Please contact AR if assistance is needed in setting up this spreadsheet.

   f. Each line of the DDIS will go to a specific fund assigned by Financial Services & Tax and account code 2A0073 (unless otherwise specified by AR) and will be entered into Banner by AR with a separate TC number. AR will assign the appropriate TC document number.

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g. The original DDIS and bank deposit slip will be scanned into the university imaging system. The originals will NOT be returned to the department. Departments may make copies of documentation and retain them for their records.

h. Once the deposit has been taken to AR, the department is responsible for ensuring that transactions are cleared out of its clearing accounts and recorded to the appropriate Banner FOAP. Any department that has any questions or needs assistance getting the funds recorded to the appropriate FOAP should contact Financial Services & Tax.

i. Account 2A0073 must be cleared out by close of each month. By close of the following month, any deposits that are 60 days old may be swept to miscellaneous income and will not be returned to the department. Each department will be contacted at the end of the month if balances are not removed. Balances will not be swept without prior notification to the department.

j. Any exceptions to posting to an assigned Banner fund and account 2A0073 must be approved by AR.

k. The following procedure will be used in processing the DDIS form:

   (1) The AR employee receiving the deposit will sign and date the receipt on the sealed plastic deposit bag. This receipt verifies that a deposit has been made. If the seal has been tampered with, the department will be notified immediately.

   (2) No verification of deposits will be made at the front AR counter. All deposit verification will be made in the AR vault. If there is a discrepancy, the department will be notified immediately.

   (3) All deposits received before 2 p.m. will be verified and deposited that day. Deposits received after 2 p.m. will be verified and deposited the next business day.

2. **Departmental Deposit Procedures for Automated Clearing House (ACH) Wires**

   a. Departments that are expecting a wire deposit must notify AR by telephone or e-mail and indicate the department name, payer name, and date and amount of the wire expected.

   b. AR will track all expected incoming wires.

   c. Upon receipt of the wire, AR will prepare the DDIS form and post the deposit to the departmental revenue clearing fund assigned by Financial Services & Tax and account 2A0073 (unless otherwise specified by AR). Notification of receipt will be made to the department by e-mail.

   d. The original DDIS and remittance will be scanned into the university imaging system.

   e. Once the deposit has been entered by AR, the department is responsible for ensuring the transaction is cleared from the 2A0073 account (or account designated by AR) and recorded to the appropriate Banner FOAP.

   f. Account 2A0073 must be cleared out by close of each month. By close of the following
month, any deposits that are 60 days old maybe swept to miscellaneous income and will not
be returned to the department. Each department will be contacted at the end of each month if
balances are not removed. Balances will not be swept without prior notification to the
department.

3. **Sponsored Projects Accounts**

Funds received by the department as revenue for any sponsored program accounts should be
delivered to the Sponsored Programs Accounting and Reporting office for deposit.

4. **Reimbursement of Expenditures**

Deposits of expenditure reimbursements should follow the same deposit procedures as outlined
in section 1 above.

5. **Form Completion**

a. **BANNER FUND** – Department fund used for deposits. Contact Financial Services & Tax to
obtain Banner departmental deposit fund(s).

b. **BANNER ACCOUNT** – Banner deposit clearing account code. This should be 2A0073,
unless otherwise specified by AR.

c. **BANK DEPOSIT DATE** – Date of the deposit.

d. **DEPOSITOR NAME** – Name of the person submitting the deposit.

e. **DEPARTMENT** – Department submitting the deposit.

f. **PHONE NUMBER** – Work phone number where the person submitting the deposit may be
reached.

g. **TTU EMAIL** – TTU e-mail address of the person submitting the deposit.

h. **AMOUNT DEPOSITED** – Enter amounts for each deposit type in the lower section of the
DDIS form. The amount deposited section at the top of the form will be automatically
populated with totals from the lower section.

   (1) An Excel spreadsheet listing all amounts for cash and checks must be attached. Please
       contact AR if assistance is needed setting up this spreadsheet.

   (2) The departmental endorsement stamp should be prominently displayed on the back of
each check (See OP 62.18).

   (3) Only one credit card batch per line may be submitted.

i. **CASH RECEIPT NUMBER** – This will be assigned by AR with the appropriate Banner cash
   receipt (TC) number. This document number will show up on Cognos reports the day
   following entry.

j. **RECEIVED ON** – This will be stamped with the date deposit was received by AR and is to
be completed by AR staff only.

k. RECEIVED BY – This will be signed by the AR staff that processes the deposit.