

ASSOCIATED STUDENTS OF SDSU AREA CHECK LOG PROCEDURES

I. TO LOG CHECKS

All checks must be logged on the established check log by the individual opening the mail or receiving the check. The deposit must be delivered to the Cashier's Office no later than noon the day after the checks are received. **NO CASH IS TO BE RECORDED/DEPOSITED ON THE CHECK LOG. ONLY DESIGNATED A.S. EMPLOYEES ARE AUTHORIZED TO RECEIVE AND DEPOSIT CASH.**

- a) Immediately stamp check with endorsement stamp in approved area of check (even if the checks will be logged later.)
- b) Write the Check Deposit Log number and depositor's initials on the bottom left corner of check.
- c) **ON CHECK DEPOSIT LOG:**
 - 1) Record the date and department
 - 2) Record the Bank Number of the Check (usually printed on top right hand corner e.g. 90-8169/3222)
 - 3) Record the Check Number
 - 4) Record the A.S. Account Number to which the check is to be deposited, if available
 - 5) For checks in payment of Accounts Receivable (someone the A.S. has already billed):
 - The account number is **always** 1-XX-XXX-0009
 - The A.S. Customer Number must be recorded if available (The customer number is noted on the Customer's Invoice or Statement if they have included with their payment.)
 - The Deposit Description should include the invoice number, if available (The Invoice Number is on the invoice and the customer often notes the invoice number(s) on their check.)
 - 6) Record the Depositor's Name as it appears on the check (If the depositor is paying for someone else, put the other person's name in parentheses.)
 - 7) Record the Deposit Description (If an Accounts Receivable Payment, note invoice number.)
 - 8) Record the Check Amount
 - 9) Note bank deposit bag number
 - 10) DO NOT STAPLE CHECKS (If check comes with a staple, remove it.)
 - 11) Traveler's Checks and Money Orders are included with checks
 - 12) Run an adding machine tape of checks, double check, and staple to top (white) copy of Check Deposit Log.
 - 13) Copy all checks in the order they are logged and staple with originals of backup (invoices, check remittance slips, etc), to pink copy of Check Deposit Log
 - 14) Rubber band all checks together
 - 15) **SIGN CHECK DEPOSIT LOG**

II. PLACE ITEMS IN BANK DEPOSIT BAG

- a) Use small plastic (check deposit only) bank deposit bags
- b) Complete information on front of bank deposit bag including area name, depositor's name, date, Check Deposit Log form number and deposit amount.
- c) In the bank deposit bag, place:
 - First four copies of Check Deposit Log (white, blue, green and yellow)
 - All checks
- d) Seal bank deposit bag
- e) Forward pink copy of Check Deposit Log (with copies of checks and originals of back-up) to Accounting Office on same day deposit is transmitted to Aztec Center Cashier's Office.

III. FORWARD DEPOSIT TO AZTEC CENTER CASHIER'S BY DESIGNATED PROCEDURE

IV. RETENTION OF FORMS

THE DEPARTMENT:

- a) files goldenrod copy of Check Deposit Log.
- b) matches Cashier Copy (Yellow) of Check Deposit Log to Goldenrod Copy. If Cashier Copy is not received within four business days notifies Controller and Associate Director for Business and Programs by e-mail.
- c) retains both copies in area files for six months. (After six months, copies may be destroyed.)

I have read the above instructions and understand they must be followed without exception.

Signature _____ Date _____

Printed Name _____ Red ID# _____

Department _____