

# **ASSOCIATED STUDENTS OF SDSU PROGRAM AREA DEPOSIT PROCEDURES**

All transactions must be rung through the cash register in accordance with area register procedures. These include:

- Checks:
  - Record customer ID (Student ID or Driver's License #) on back of check
  - Stamp check with endorsement stamp in approved area of check
  - DO NOT STAPLE CHECKS
  - Traveler's Checks and Money Orders are included with checks

At the end of the shift (or, in some areas, at the end of the day), the authorized closing employee counts the drawer and prepares the deposit.

## **PREPARE MONEY FOR DEPOSIT:**

- Checks:
  - Ensure all checks are stamped with endorsement stamp
  - Run an adding machine tape of checks, double check, and rubber band with checks
- Cash
  - Count cash.
  - Remove beginning bank amount from cash and use largest bills in deposit leaving all possible change in "bank."
  - Although there should rarely be rolls of coin in the deposit (as they should be retained in area as bank change) if they are deposited, the depositor should sign the coin roll.
  - Paperclip bills in designated denominations:
    - \$1 - \$20
    - \$5 - \$100
    - \$10 - \$100
    - \$20 - \$500
  - Rubber band all bills together. (Bills may be paper clipped if there are only a few of them.)
- Credit Card Charge Slips:
  - Each area handles charge slips differently. See area instructions.

## **COMPLETE TALLY SHEET**

- Write today's date at top of form.
- On right-hand side:
  - List the amount of each money type being deposited
  - Write in total deposit
  - **SIGN FULL NAME**
  - **PRINT FULL NAME**
- On left-hand side:
  - Record deposit amount appropriate account number and check box. (If other, write in name and account number.)
  - Record total of all amounts in gray box.
  - Record the number printed on the deposit bag in the space marked Bag No.
- Include all credit card slips and credit card batch with deposit tally form (excludes box office).

## **PLACE ITEMS IN DEPOSIT BAG**

- For area deposits, use small plastic bank bags
- Note bag number on tally form.
- Complete information on front of bag including area name, depositor's name, date, tally form number and deposit amount
- In the bank bag, place:
  - First three copies of tally form (white, pink and yellow).
  - All currency, coin, checks
- Seal bank bag
- Forward white, pink and yellow copies of tally form to Accounting Office on same day deposit is transmitted to Associated Students (Viejias) Cashier's Office.

# PROGRAM AREA DEPOSIT PROCEDURES

**PLACE DEPOSIT IN DESIGNATED SAFE AND LOG ON SAFE LOG SHEET**

**FORWARD DEPOSIT TO ASSOCIATED STUDENTS (VIEJAS) CASHIER'S OFFICE BY DESIGNATED COURIER.**

**AREA CASHIER:**

- Forwards balanced and completed deposit paperwork for all processed tally forms from various departments to Accounting Office.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Original must be submitted to Accounting Department. Please make a copy for your files.