

*Accounting Office*

Departmental Deposit Policy

The Departmental Deposit Form is to be prepared for all deposits of cash and/or checks to be credited to a University account.

- Uptown Campus Deposits

The Departmental Deposit form, along with bank deposit slip(s), should be completed and brought to the Bursar's Office during office hours of operation. A separate deposit slip must be prepared for cash and checks. If the deposit includes a large amount of cash, contact the Bursar's Office for further instructions. Submit foreign checks or collection items separately with a memorandum. Donations to the University must be forwarded to the Advancement Office for deposit. All grant-related deposits for the Uptown campus must be forwarded to the Office of Grants and Contracts Accounting.

A calculator tape verifying the total of the checks deposited must accompany the Departmental Deposit Form.

A photocopy of the completed Departmental Deposit Form must accompany the deposit which will be stamped 'Received' and initialed by the teller and will act as your receipt. Also, all deposits received by the uptown Bursar's Office or TUHSC Financial Services must be preceded with an email containing an attached copy of the completed Departmental Deposit Form. You do not need to include the supporting documentation attached to the deposit form in the email. All cash deposits will be verified in your presence before a receipt is issued.

Bank deposit slips and check endorsement stamps can be obtained from the Bursar's Office.

- TUHSC Deposits

The completed form along with the deposit should be brought to the TUHSC Financial Services Office during office hours of operation. If the deposit includes a large amount of cash, contact the TUHSC Financial Services Office for further instructions. Foreign checks or collections items must be submitted separately with a memorandum containing the same information as that included on the Departmental Deposit Form. Donations to the University must be forwarded to the Advancement Office for deposit. All grant-related deposits for TUHSC, including deposits for drug studies, must be forwarded to Sponsored Projects Administration.

All appropriate supporting documentation must accompany the deposit. Photocopies of checks being deposited must be attached to the Departmental Deposit Form along with a calculator tape verifying the total checks being deposited. Also, all deposits received by the uptown Bursar's Office or TUHSC Financial Services must be preceded with an email containing an attached copy of the completed Departmental Deposit Form. You do not need to include the supporting documentation attached to the deposit form in the email. All cash deposits will be verified in your presence before a receipt is issued.

All offices of the University handling currency or checks are responsible for prompt deposit or other secure disposition of money.

DO NOT send deposits through campus mail or leave them in the Bursar's Office or TUHSC Financial Services Office outside of hours of operation.