

## **POLICY AND PROCEDURES FOR CHECK DEPOSITS**

Checks are received through both the USPS mail and inter-office campus mail by the Office Manager in the Controller's Office. All checks, with the exception of scholarship checks, are date-stamped and recorded on a transmittal, then forwarded to the Accountant in General Accounting to be submitted to the Cashier's Office.

### **Contracts and Grants Checks**

- (1) Three copies of the check along with the transmittal are received from the Office Manager. Two copies are signed: one copy is returned to the Office Manager, the other copy is sent to Contracts and Grants to assign the chart-fields needed to deposit the check. The checks are logged on a spreadsheet by date received, Vendor name, check date, check amount and check number. The original checks are maintained by the Accountant in General Accounting.
- (2) Contracts and Grants submit a transmittal with a copy of the check back to General Accounting to be submitted to the Cashier's Office.
- (3) The following documents are submitted to the Cashier Office:
  - (a) The original check and two copies of the transmittal (check on top).
  - (b) A Copy of Contract and Grants transmittal, the transmittal received from the Office Manager, a copy of the check and any additional information. This copy is time stamp by the Cashier Office and return to General Accounting

Once the check has been deposit a copy of the deposit receipt is submitted to Ms. Brown in General Accounting from the Cashier Office

The deposit number, journal number and dates are recorded on the spreadsheet and on General Accounting's copy of the transmittal. All transmittals are maintained in a binder.

### **Foundation Checks**

- (1) All Foundation checks are submitted by the Office Manager to an Accounting Coordinator in General Accounting. The Accounting Coordinator records the chart-fields on the employee contract and forwards the original contract and a copy of the check to personnel. The original check and a copy of the contract is given to the Accountant in General Accounting to be submitted for deposit in the Cashier's Office. The checks are logged on a spreadsheet by date received, Payee name, check date, amount , check number and chart-field's.

- (2) The following documents are submitted to the Cashier's Office:
- (a) The original check and two copies of the transmittal (check on top).
  - (b) The transmittal, a copy of the check and contract is time stamped by the Cashier Office and returned to General Accounting.

Once the check has been deposited, a copy of the deposit receipt is submitted to General Accounting.

The deposit number, journal number and dates are recorded on the spreadsheet and on General Accounting's copy of the transmittal. All transmittals are maintained in a binder.

### **Accounts Payable Checks**

- (1) Two copies of the check along with the transmittals are received from the Office Manager, one copy is sign and returned. The check is researched and the chart-field information is assigned. The checks are logged on a spreadsheet by date received, vendor name, check date, amount, check number and chart-field.
- (2) The following documents are submitted to the Cashier's Office:
- (a) The original check and two copies of the transmittal (check on top).
  - (b) The transmittal, a copy of the check and contract is time stamped by the Cashier Office and returned to General Accounting.

Once the check has been deposited, a copy of the deposit receipt is submitted to General Accounting.

The deposit number, journal number and dates are recorded on the spreadsheet and on General Accounting's copy of the transmittal. All transmittals are maintained in a binder.

### **Travel Checks**

- (1) All Travel checks are submitted by the Office Manager to the Travel department. The Travel Dept. records the chart-field data on the transmittal and forwards the documents to General Accounting to be deposited. The checks are logged on a spreadsheet by date received, Payee name, and check date, amount ,check number and chart-fields
- (2) The following documents are submitted to the Cashier's Office:
- (a) The original check and two copies of the transmittal (check on top).
  - (b) The transmittal, a copy of the check and contract is time stamped by the Cashier Office and returned to General Accounting.

Once the check has been deposited, a copy of the deposit receipt is submitted to General Accounting.

The deposit number, journal number and dates are recorded on the spreadsheet and on General Accounting's copy of the transmittal. All transmittals are maintained in a binder.