



OBJECTIVE

To define the process for the deposit of cash and checks by university departments.

POLICY

Applies to: All university personnel who handle or manage cash or checks for deposit.
Issued: 06/1991
Revised: 06/2008

I. Overview

- A. It is the responsibility of the Office of Financial Services to determine the policy and procedures for deposits of cash and checks.
- B. Each department must restrictively endorse all checks “for deposit only” immediately upon receipt. This prohibits the negotiation of the check if it is stolen.
- C. Deposits must be made at least once weekly or when \$500 or more in cash and/or checks has accumulated, whichever comes first.
- D. It is the responsibility of the organization to accurately count all currency and checks collected. It is best practice for two people to independently verify the count for deposit.
- E. Cash may not be substituted for checks.

PROCEDURE

Applies to: All university personnel who handle or manage cash or checks for deposit.
Issued: 06/1991
Revised: 06/2007

I. Preparing cash and checks for deposit

- A. Cash (currency) is prepared for deposit as follows:
 - 1. All currency must face in the same direction, sorted by denomination.
 - 2. Place only one denomination in a bank currency strap provided by the armored car courier. For specific instructions on how to prepare cash for deposit, please



refer to the [Financial Resources Manual](#) available on the Office of Financial Services web site.

B. Cash (coin) is prepared for deposit as follows:

Pennies	\$25
Nickels	\$100
Dimes	\$250
Quarters	\$500
Half Dollars	\$500

C. Checks are prepared for deposit as follows:

1. Checks must face in the same direction for expediting the bank processing.
2. An adding machine tape must have a clear 0.00 at the top.
3. An adding machine tape must be run to determine the total amount of checks being deposited. A second adding machine tape must be run to verify the total previously calculated. Continue calculating until the two adding machine tapes match.
4. Checks must be bundled with a rubber band and include one of the matching adding machine tapes. The second tape is maintained by the department and kept with its deposit records.

D. A second person should recount the currency and checks.

E. A general ledger journal entry must accompany all deposits.

III. Preparing a Deposit Bag

- A. All currency and checks and the appropriate deposit slip must be placed in a disposable bank bag. For more information, please refer to the [Financial Resources Manual](#) available on the Office of Financial Services web site.
- B. A disposable bank bag must only contain one deposit.
- C. Inspect the bag for holes or tears before using. Do not separate bags at



perforation even if you do not have coins and currency for some deposits. This will be considered tampering. For security purposes, any deposits using damaged bags will be refused by the OSU deposit center, armored courier, or the bank.

IV. On-Campus Deposits

- A. The bank bag should be taken to an approved Deposit Center.
- B. To determine the nearest location, call Treasury management at 292-8121.
- C. An armored car courier will pick up the deposit from the Deposit Center and take the deposit to the bank. For specific procedures on preparing the bank bag for armored car courier, please refer to the [Financial Resources Manual](#) available on the Office of Financial Services web site.

V. Off-Campus Deposits

- A. Departments not located on Columbus campus (e.g., airport, golf course, MedOhio, Family Clinics, Regional Campuses) may receive authorization by Treasury Management to make their deposits directly at the closest university bank branch.
- B. Currency and checks deposited directly at the bank do not have to be placed in OSU plastic disposable bank bags. For safety and security purposes, deposits should not be carried out in the open.

VI. Printing Deposit Tickets

- A. Every business day around 11:30 a.m. Bank Reconciliation prints deposit tickets that are couriered to the bank. All deposits entered throughout the university after 11:30 a.m. the previous day will print and be included.
- B. It is important that deposits made prior to 11:30 a.m. are taken to the bank the same day, otherwise the bank will alert the Office of Financial Services of a missing deposit. This alert is researched and any discrepancies are reported to internal audit.

VII. Lockbox

- A. A lockbox is a collection system in which a bank receives payments at a specified lockbox address, processes the remittance, and deposits them in the payee's account.
- B. Lockboxes can be electronic, paper-based, or a combination of the two. They are one of the most widely used cash management methods.



- C. University departments wishing to utilize bank lockbox for processing or handling mail remittances or revise existing lockbox features must contact Treasury Management, 292-8121.

RESOURCES

[Office of Financial Services](#)

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364 W. Lane Ave.
Columbus, OH 43201-4340

Phone: (614) 292-6261 OR (800) 678-6009 (toll free)

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[Financial Resources Manual](#) on Office of Financial Services web site