



BURSAR'S OFFICE DEPOSIT PROCEDURES

DEPOSITS - CASH / CHECK / CREDIT CARD

<u>Checks</u>	Must be submitted with Office of the Bursar Deposit Slip. The account number must be on the back of each check where an endorsement is normally made. This allows quick tracing of the item should the check be returned to us by the bank for insufficient funds, stop payment, etc. Please note that we cannot accept checks over 6 months old.
<u>Tapes</u>	Please provide two adding machine tapes for each group of transactions: cash, checks, MasterCard, Discover, and VISA entries. Tapes should be prepared separately for each type of entry.
<u>MasterCard/VISA/Discover</u>	The University cannot accept American Express payments . Card Identification Data is required for Discover only (the last 3 digits of number on back of the card in the signature strip).
<u>Credit Card Refunds</u>	Credit card refunds must be submitted with the following: (1) RED credit card slip with Name, CC #, Expiration date, Amount, (2) Bursar Deposit Slip, and (3) two adding machine tapes if more than one refund.
<u>Coin/Currency</u>	No more than \$3.00 in loose change can be deposited. Do not submit rolled coin for more than the following amounts by coin type: Quarters \$30 Dimes \$20 Nickels \$10 Pennies \$3
<u>Foreign Currency</u>	Foreign cash must be exchanged at a bank. Foreign checks should be submitted on a SEPARATE deposit ticket. Please note that your department account will be credited with these deposits only after the funds have cleared the bank. UR Foreign Currency Check Acceptance Policy can be found at: http://www.rochester.edu/adminfinance/treasury/foreign.html
<u>Receipts</u>	When making your deposit at the Bursar's Office, the cashier will review your deposit, initial and date stamp the yellow receipt and return it to you. You will be able to trace this deposit on your ledgers by the date stamped on the receipt. When deposits are received in the mail, the yellow receipt will be mailed back to you. Please be sure to note your department and contact name on your deposit slips. REMINDER: You should retain copies of checks submitted for deposit.
<u>Deposits to Ledgers 5 & 6</u>	Deposits to Ledger 5 should be approved by the Office of Research Accounting and Costing Standards (ORACS) 275-1648 before arriving at Bursar's. Ledger 6 deposits should be sent to Gift and Donor Records, PO Box 270032, 275-8602 for processing.

ADVICES Deposit Distribution forms must be original and must be accompanied by original bank deposit slips or credit card close out tapes. Actual bank deposit/credit cards must equal the total amount entered on the Deposit Distribution form. For web payments, you need to submit a Deposit Distribution form and it must be accompanied by copies of the Batch Feed Detail report. Web payments must equal the total amount on the Deposit Distribution form. Please include the breakdown of Visa, MasterCard, Discover and Amex transactions and also include the department name, contact name and phone number.

NOTE: We encourage you to make deposits daily to reduce opportunity for theft and to avoid potential audit exceptions. Please call the Bursar's Office at 5-3931 with any questions regarding these procedures. Thank you.