

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
 - Put your initials next to ID number on back of check 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. This employee may not have access to the z (sales) report from the register.

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 - \$25
 - \$5 - \$100
 - \$10 - \$100
 - \$20 - \$500
 - Rubber band all bills together. (Bills may be paper clipped if there are only a few of them.)
- Charge Slips:
 - Each area handles charge slips differently. See area instructions.
- Coupons
 - Count coupons

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 the total of coupons right above the Checks/Misc. area,
 - total by type,
 - 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.
- Staple coupons to top (white) copy of tally sheet at upper left-hand side
- Staple credit card slips and batch form to top (white) copy of tally sheet at upper left-hand side. (Circle total on batch form.)
- Staple Ticketmaster credit card report to top (white) copy of tally sheet at upper left-hand side. (Remove edges and circle total. Staple so total is easily readable.)

PLACE ITEMS IN DEPOSIT BAG

- For area deposits, use small plastic (check deposit only) 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

PROGRAM AREA DEPOSIT PROCEDURES

- In the bank bag, place:
 - First three copies of tally form (white, blue and green).
 - All currency, coin, checks
- Seal bank bag
- Forward canary copy of tally form to Accounting Office on same day deposit is transmitted to Aztec Center Cashier's Office.

PLACE DEPOSIT IN DESIGNATED SAFE AND LOG ON SAFE LOG SHEET

FORWARD DEPOSIT TO AZTEC CENTER CASHIER'S BY DESIGNATED PROCEDURE

AREA CASHIER:

- Files pink copy of Tally Form
- Forwards Goldenrod Copy with Z tape or other cash register clearing document to Accounting Office (within two days of close-out of register)
- Matches stamped copy of Tally Form received from Cashier (Green) to file copy (Pink). If Cashier (Green) Copy is not received within four business days, notifies Controller and Associate Executive Director for Business and Programs by e-mail.

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

Signature _____ Date _____

Printed Name _____ Red ID# _____

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