

# **Deposit Transmittal Instructions**

**FOR DEPARTMENTS & STUDENT  
ORGANIZATIONS**



**OKLAHOMA STATE UNIVERSITY – OKLAHOMA CITY**

Compiled by OSU-OKC Business Services

Updated October 2021

## DEPOSITS

### **Where**

Deposits **must be made within 24 hours** after receipt of funds. This should be done in person at a cashier window in the Business Services' office located at 230 Administrative Building. The Business Services accepts deposits from 8:00 a.m. until 5:00 p.m. on Monday through Thursday, and 9:00 a.m. until 5:00 p.m. on Friday. If deposited after 4:30 pm, deposits may be processed the following day.

### **Procedure**

Deposits must be prepared in compliance with University policy 3-0331 "COLLECTIONS, DEPOSIT AND CONTROL OF CASH OR CHECKS RECEIVED IN THE NAME OF OKLAHOMA STATE UNIVERSITY." This policy is located on the OSU website. Departments and student organizations' officers and officials and are responsible for ensuring all members are aware of and abide by the requirements for accepting and depositing money.

You must use a deposit transmittal form to process a deposit through the University accounting system. The form is available online at <https://osuokc.edu/businessservices>. The deposit forms can be found under the **Deposit Transmittal** section. Two copies of the completed form must be submitted to a Business Services' cashier with your receipts (checks, currency, coins). The Business Services' cashier will verify the deposit, assign a receipt number and sign the form. One copy of the form will be returned to you with a printed receipt. The other copy will be retained by the Business Services Office.

### **Example**

A copy of a blank deposit transmittal form is on page 3. Specific instructions for completing the form and preparing your receipts for deposit are on pages 4-6. Please read these instructions carefully as the Business Services' Office has specific requirements for preparing checks, currency and coins for deposit to keep cashier lines moving quickly.

### **Record Keeping**

You should keep your copies of all deposits (and related receipts) with your financial records, for auditing purposes.



INSTRUCTIONS FOR DEPOSIT TRANSMITTAL FORM

Use a ball-point pen, typewriter, or Microsoft excel.

- 1 DEPARTMENT/ ORGANIZATION  
Enter the name of your department or student organization.
- 2 PURPOSE  
Enter the reason for this deposit (*i.e. Fire Exam Fees, Plant Sale, etc.*)
- 3 ADDRESS  
Enter the office address of the advisor or department
- 4 RECEIPT #  
To be assigned by the Business Services' cashier at the time the deposit is made.
- 5 DATE  
Enter the date the deposit is prepared.
- 6 FOAPAL  
Enter the following 13-digit number.  
  - Under "CHART"            Enter the first number (6) of your fund.
  - Under "FUND"            Enter the next six digits of your fund.
  - Under "ACCT CODE"    Enter the account code the funds relate to (*see Revenue Account Code/State Source Code List*)
- 7 ORG CODE  
Enter the org code for your fund. Budget & Finance Dept. can assist.
- 8 AMOUNT  
Enter the dollar amount of the cash or check(s).
- 9 SOURCE OF REVENUE  
Enter the source of the money received
- 10 TOTAL  
Enter the total of the line items.
- 11 CHECKS  
Enter the total of all checks.
  - a. Checks should be paper clipped with two adding machine tapes. The tapes should list each check and calculate the total.
  - b. The payee's name (your organization) should be entered on each check.

INSTRUCTIONS FOR DEPOSIT TRANSMITTAL FORM

c. All checks must be endorsed as follows: (Refer to item 4 above for the 13-digit account number.)

<p><b>For Deposit Only</b>  <b>Oklahoma State University-Oklahoma City</b>  <b>Department/Organization Name</b>  <b>13-digit Fund Number</b>  <b>Prepared By/Treasurer's Name</b>  <b>Prepared By/Treasurer's Phone #</b>  <b>Department Head/Advisor's Phone #</b></p>
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12 CURRENCY

Enter the total of all currency.

- a. Include an adding machine tape as shown below
- b. Foreign currency will not be accepted.
- c. Bills should be bundled by placing a paper clip on the top left side with all bills in the bundle facing up and in the same direction. Bills should be bundled in denominations as follows:

<u>Denomination</u>	<u>Quantity</u>	<u>Dollars</u>
Ones	25	\$ 25
Fives	20	\$100
Tens	10	\$100
Twenties	5	\$100

13 COINS

Enter the total of all silver.

- a. Include an adding machine tape as shown below
- b. Foreign coins will not be accepted.
- c. Coins should be rolled as follows:

<u>Coins</u>	<u>Dollars</u>
Pennies	\$ 0.50
Nickels	\$ 2.00
Dimes	\$ 5.00
Quarters	\$10.00
Halves	\$10.00

An adding machine listing each denomination (as shown here) and totaling currency and coins must be sent with the deposit.

#20	80.00**+
#5	10.00 +
#1	3.00 +
003	93.00 ◊
#25	0.50 +
#5	0.15 +
#1	0.07 +
006	93.72 *

- 14 CREDIT CARDS  
Not applicable to student organizations. Applicable to departmental deposits.
- 15 TOTAL DEPOSIT  
Enter the total of the amounts in items 10 through 12. This amount should agree with the total in item 9.
- 16 DEPOSITED BY  
Prepared By/Treasurer's signature and phone number.
- 17 ADVISOR/DEPARTMENT HEAD  
Advisor's OR Department Head's name and phone number. (Only one signature is required, but we do need 2 phone numbers in case of questions.)