Deposit Methods
The Treasurer’s office provides general oversight and assistance to departments accepting payments and depositing funds. The following deposit methods are available:

Electronic Deposits
- **Credit Card Terminal or Online Payment (Credit and Debit Cards)** – Departments that would like to accept credit card deposits from customers presenting a Visa, MasterCard, American Express or Discover card will need to open a merchant account. These deposits will be automatically journalled to your chartfield.
- **Remote Deposit Capture, RDC, (Checks)** – Departments accepting checks may obtain an electronic check scanner to process payments. There are three advantages to scanning checks versus depositing funds at a University Deposit Center or Bank branch.
  - It is a more secure process; checks do not need to be transported to a bank branch or OSU deposit center.
  - The funds are deposited at the bank the same day and immediate credit provided.
  - The cost of the armored carrier service that picks up checks, cash and coin from our Deposit Centers can be reduced or eliminated.
- **Incoming Electronic Payment (ACH or Wire)** – Vendors may request to make electronic payments. Due to the large volume of electronic payments, in order to identify payments it is imperative departments complete the Quick Start Form “Notification of Incoming Electronic Payments.”

Manual Deposits
- **University Deposit Center (Checks, Cash and Coin)** – Departments on campus accepting checks, cash and/or coin may deposit funds at a University Deposit Center. If the department is off campus, the department may deposit funds at a local bank branch.
- **Lockbox** – If a department has sufficient volume of paper or electronic checks and would like to consider outsourcing the deposit process to the bank, please contact the Treasurer’s office for more details on the process and the fees.

Carmen Training - For further information, please sign up for the Carmen Course, “GL3-Deposits.”

Policy and Ohio Revised Code
Refer to Credit Card Policy Number 5.12 and 5.13 and Ohio Revised Code 9.38.

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