Quick Start Guide
Treasurer’s Office – On Campus and Off Campus Deposit Process
Revised November 2014

Background
OSU departments may deposit checks, cash, and coin at an OSU Deposit Center located on the main campus or Off Campus at the bank branch.

Deposits of Cash and Checks
- Deposits must be made by the next business day if the deposit is $1,000 or greater or within three business days if the deposit is less than $1,000.
- All checks must be restrictively endorsed immediately upon receipt.
- All authorized cash handling units are responsible for exercising reasonable care in screening cash transactions for counterfeit currency. If a questionable bill is received, the department should retain possession of the bill and contact the University Police immediately. Do not return the bill to the payer.

Off Campus Branch Deposit
Departments not located on the Columbus main campus may receive authorization from the Treasurer’s office to make deposits directly at the nearest bank branch. Please contact the Treasurer’s office to order deposit slips customized to your department’s chartfield.

On Campus Deposit Centers and Deposit Process
There are several Deposit Centers on the main campus to deposit checks, cash and coin. To determine the nearest location, contact the Treasurer’s office. An armored carrier will pick up the deposits from the Deposit Center and deliver the funds to the bank’s vault for processing.

Preparing and Making an On Campus Deposit

Check Deposit
- Make copies of all checks.
- All checks must face the same direction for expediting the bank processing.
- Verify your deposit totals prior to posting your deposit in PeopleSoft.
- Do not cash or substitute checks for cash.

Currency Deposit
All currency should be face up, in one direction, and sorted by denomination. The following information should be noted on each strap:
- Organization name
- Current date
- Preparer’s initials
If there are not enough bills for a standard strap:
- Use the reverse side of a currency strap to bundle bills.
- Note the strap with organization name, current date, and amount.
Put your initials on the strap.

For small amounts of loose coin:
- Place in an envelope.
- Note the back of the envelope with the organization name, current date, and amount.
- Put your initials over the envelope seal.

**Prepare Journal Entry in PeopleSoft**
- Record appropriate credits.
- Enter the Bank Bag # (entire # beginning with OSU00XXXXX) on the Journal Entry, Reference Field. This field appears as “Journal Ln Ref” field on your Journal Entry print out.
- Print deposit slip.

**Prepare Deposit Bag**
- Disposable bags are available at OSU Stores (item #53741).
- A bank bag must only contain one deposit slip.
- 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 carrier, or the bank.
- When placing the deposit slip in the bag, the deposit slip must face the back of the deposit bag with the total deposit amount clearly visible from the outside.
- Cash and checks are not recounted at the OSU Deposit Center.
- Complete the information listed on the deposit bag.
- Deliver the deposit bag to a University Deposit Center. Enter the deposit total of each bag in the “red book” of the armored carrier log and obtain a deposit receipt.

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

**Contact Information**
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