

SunTrust Online Check Deposit Security Request Form

SunTrust Online Check Deposit is used by campus departments to scan and deposit checks received for payment of University services and products. The user must be careful to guard their login information to this system and to properly handle and protect the check writer's private information appropriately. Checks received and entered into the SunTrust OCD system should be logged by date and shredded every 30 days. Checks must be safeguarded in a locked location until their destruction date is reached. It is important that checks deposited using SunTrust Online Check Deposit are not also sent into the bank via paper deposit or the deposit may be duplicated. Users should follow the Bank Deposit and Deposit Sheet Preparation business practice provided by the Business Office at all times. Checks received by departments must be deposited within 24 business day hours of receipt.

User's Full Name:

User's Net ID:

Department:

Supervisor:

Supervisor Signature:

Date Requested:

All supervisors are responsible for notifying the Business Office immediately upon employee termination or transfer to ensure the proper action is taken to remove access to this and any related Augusta University system.