**Deposits Process For AU Departments**

**PROCESS & PROCEDURES**
All departments must ensure all funds received on behalf of Augusta University are deposited with the Business Office via use of web departmental deposits or made in person to the Business Office within one business day of receipt. Deposit supplies such as deposit slips, deposit stamp and clear bank bags are available for purchase through the Business Office to depositing locations upon request; each location covers the cost of the deposit supplies via Inter-Departmental Request (IDR).

**TOUCHNET WEB DEPARTMENTAL DEPOSIT USERS:**
- At the close of the shift or day, the person responsible for receipted funds completes a deposit sheet or includes their web departmental deposit detail, and deposit slip with their totals.
- Deposit preparer will sign, indicating the deposit is accurate and balanced as prepared.
- A supervisor or other responsible designee should verify the actual bank deposit and all totals entered, and then sign off approving the deposit. This secondary approval is required.
- Once verification is complete, the bank bag is sealed before anyone outside of the department accepts it, including the roving officer, bank teller, or Business Office staff.
- All cash, and checks (only checks that were not electronically deposited), are placed in the sealed bank bag together with the white copy of the deposit slip.
- If your department is included on the roving officer schedule, all prepared deposits should be provided to the roving police officer for deposit, per the roving schedule. If your department is setup for web departmental deposit, but your department is not on the roving officer schedule, you should deliver your cash deposit to the Business Office daily in a sealed bank bag.
- All departments must secure the cleared sealed bank bag in a locked location for safekeeping until it is picked up by Roving Public Safety Officer or delivered to the Business Office. Each department will complete the Public Safety Deposit Pickup Log prior to releasing any deposits to the roving officer. The Public Safety Deposit Pickup Log can be found at the following location [https://www.augusta.edu/finance/controller/businessoffice/documents/publicsafetypickuplog.pdf](https://www.augusta.edu/finance/controller/businessoffice/documents/publicsafetypickuplog.pdf).
- Departmental locations that use TouchNet systems “Web Departmental Deposit” will submit their deposit sheet information online, and will scan/email the deposit form, slip and other deposit backup to business_office@augusta.edu (preferred). Please do not fax deposit information, as this is not always secure. If sending any sensitive content to the business office email, please indicate SECURE in the subject line.
- The Business Office will provide departments with the web departmental deposits policy.
- Departments that have not yet used web departmental deposit should contact the Business Office Business Manager to arrange for access to web departmental deposit processing, if your department has frequent deposits.

**DEPOSIT MEMO FOR NON-WEB DEPARTMENTAL DEPOSIT USERS:**
• If a department’s deposits are one-time or unusual in nature, there is a deposit memo available on the Business Office web site and can be found at https://www.augusta.edu/finance/controller/businessoffice/documents/depositform2016.pdf.
• The deposit memo must include your department name, contact information for the deposit preparer, deposit verified by contact information, date, amount of deposit, and the reason for deposit.
• The deposit memo must also include the complete CFC or four digit detail code to which the deposit should be coded. It is not the responsibility of the Business Office to identify the proper CFC or detail code to which to deposit funds. The Chartfield Combination is also known as a CFC and is the 46-character combination that ties together the account, fund, department, program, class and optional project ID codes to form a complete account number.
• The person completing the deposit and person verifying the deposit must sign off on the form. This cannot be the same person.
• The completed deposit form along with any cash or check deposits must be delivered in person to the Business Office.
• All departments must secure the deposit in a locked location for safekeeping until it is delivered to the Business Office.
• Please ensure that a budget is setup for the CFC that you are depositing to prior to delivering your deposit to the Business Office.

DEPOSITS REQUIRING AN EXPENSE CREDIT FORM:
• Any deposits being made to an expense account must have an accompanying Augusta University Expense Credit Form, which can be found at https://www.augusta.edu/finance/controller/financial-accounting/documents/expense_credit_form_fillable.pdf.
• Please complete the Expense Credit Form and submit it along with any cash or check deposits to the Business Office.
• All departments must secure the deposit in a locked location for safekeeping until it is delivered to the Business Office.
• Please ensure that a budget is setup for the CFC that you are depositing to prior to delivering your deposit to the Business Office.

The Business Office is located on the Summerville Campus in Payne Hall on the first floor. We can be contacted at (706) 737-1767 or via e-mail at business_office@augusta.edu, if you have any questions.