

## How to Complete Department Deposit Form

The Departmental Deposit Form is broken down into several sections however you may not need to use all areas to have your deposit processed.

Below is an explanation of each section that makes up the form.

- A. **Date:** The date the Deposit Form was prepared
- B. **Department:** The Department that is submitting the Deposit
- C. **Prepared By:** The name of the individual who is preparing the Deposit Form & who would be contacted if there are any issues with the Deposit.
- D. **Purpose Of Deposit:** Reason for funds being collected & deposited
- E. **Cash & Coins, Check, and Money Order:** Type of funds being deposited
- F. **Total Deposit:** Total Cash & Coins, Check, and Money Order being deposited. Total Deposit will also equal combined amounts in individual FOAP Lines
- G. **FOAP Lines:** Where funds will be placed in Banner as determined by Department. Funds can be placed in one single FOAP or broken up into multiple FOAPS.
- H. **Amt:** Amount to be to be applied to individual FOAP. Total Amt's must equal Total Deposit amount.
- I. **Description:** Description that will be visible in Banner Account. Due to system limitations there is a 20 character limit for the description.
- J. **Email Copy of Receipt To:** If desired a copy of the receipt can be emailed to the address listed
- K. **Print Form:** Button will bring up Print options once completed.

## Key Things to Remember

- Only use the Department Deposit Form for Cash, Coins, Checks, and Money Orders. The Cashier's Office will notify the Department regarding any funds received electronically.
- Nearly all transactions will require the use of the entire FOAP string however there is an extremely small percentage of transactions that will only require the use of a Fund & Acct number. A rule to know is that if you are using a Prog # then you should be using the entire FOAP string for the transaction.
- Nearly all deposits should be placing funds in a Revenue Account which should have a 5XXXXX series number. An exception for this rule would be for placing refunds back into an expense Account.

