Smith College Daily Deposit Form Procedures

All Deposits must be made in accordance with the Smith College Cash Handling Policy
http://www.smith.edu/controller/PDF_files/Smith_College_Cash_Handling_Policy.pdf
Deliver ALL deposits daily to the Cashier, College Hall 204A by placing the deposit into the wall safe via the slot in the wall. Do not mail deposits through Campus Mail.

Use one (1) Smith College Daily Deposit Form (DDF) for each day’s transactions.
**Separate your daily receipts into three types: Cash, Checks and Credit Card and use one form to submit all daily transactions.**
DO NOT STAPLE ANYTHING TOGETHER!

Cash Section- Count the Money
Make an adding machine tape of all cash and coin, complete the Cash section of the DDF with your accounting information and set it aside.

- In addition to the DDF…If your department also has been issued Bank of America deposit slips, fill in the currency and coin amounts only on the bank slip as well:
  - On top line, marked “Currency”, write the cash total. DO NOT INCLUDE CHANGE ON THIS LINE.
  - On the second line, marked ‘Coin’, write the change total. Even if the total is more than a dollar. ALL coin must be on this line.
  - On the bottom of the column, fill in the total of all cash and change.
  - On the side, fill in the same total.
  - Secure the bank deposit slip, money, and machine tape and set it aside.

Check Section- Total your Checks
Make an adding machine tape of all checks, complete the Check section of the DDF with your accounting information, secure together with a paperclip or rubber band and set it aside.
(DO NOT STAPLE CHECKS OR ENDORSE THE CHECKS WITH THE SMITH ENDORSEMENT)

Notes: Checks drawn on foreign banks cannot be handled with this form. Please contact the Cashier for instructions at x2217. Also, send Gift Checks to the Development Office.

Credit Card Section- Run your Batch or Report
Run your Credit Card Batch Settlement Form or Capture Detail Report and fill out the Credit Card Section on the bottom of the DDF.

Daily Deposit- Put it All Together
Gather your three piles of:
- cash/coin
- checks
- credit card
and wrap it all in the Smith College Daily Deposit Form (DDF)
DO NOT STAPLE ANYTHING TOGETHER!
Use rubber bands or paper clips to secure the deposit together.
Deliver it all together in an envelope to the Cashier, College Hall 204A. Deposits should be placed in the wall safe via the slot in the wall. Do not mail checks or cash through Campus Mail.