Deposit 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](http://www.smith.edu/controller/PDF_files/Smith_College_Cash_Handling_Policy.pdf).

Deliver all deposits to the Cashier, College Hall 204A by placing the deposit into the wall safe via the slot in the wall.

How to make a deposit

1. Fill out a Cash Receipt Transmittal Form. This form can be found online at [http://www.smith.edu/controller/Forms.php](http://www.smith.edu/controller/Forms.php).
2. Count the money and separate cash from checks. If there are more than 8 checks or a large volume of currency (more than 15 bills) make the deposit as shown below.

For deposits with more than 8 checks and/or with a large volume of money

1. Fill out a Cash Receipt Transmittal Form. This form is found online at [http://www.smith.edu/controller/Forms.php](http://www.smith.edu/controller/Forms.php).
2. Count the money and separate cash from checks. Endorse the check with an endorsement stamp (if available). Put all coins in a small envelope with the total coin marked on the outside.
3. Make a duplicate adding machine tape of all checks, cash and coin. (If your adding machine does not automatically produce a duplicate, please make another slip identical to the first.)

Please format the tape as follows:

<table>
<thead>
<tr>
<th>Check #1</th>
<th>Check #2</th>
<th>Check #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal</td>
<td>Amount of bills</td>
<td>Amount of coin</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Completely fill out a deposit ticket.
   - 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 third line, write the total of the checks.
   - On the bottom of the column, fill in the total of all cash, change and checks.
   - On the side, fill in the same total.

**DO NOT STAPLE ANYTHING TOGETHER!** Use rubber bands or paper clips to secure the deposit together. Deliver the deposit along with the Cash Receipt Transmittal Form in an envelope to the Cashier, College Hall 204A. Deposits should be placed in the wall safe via the slot in the wall.

Deposits are sent directly to the bank for verification. If there is an error with the deposit the bank will call the Cashier with the change/s.