

Smith College Daily Deposits Form Procedures

All deposits must be made in accordance with the Smith College Cash Handling Policy. If you need to reference the policy it can be found online in the Forms and Policies section of the Controller's Office website.

General Instructions:

- Use one (1) Smith College Daily Deposit Form (DDF) for one (1) day's Cash, Check and Credit Card transactions.
- If your department has been issued Bank of America deposit slips, fill them out with only the currency and cash amounts and include with the DDF.
- When submitting to the Cashier please do so in an organized manner; group together according to Cash, Checks or Credit Cards and wrap the DDF around your deposit securely using rubber bands or paperclips. **Do not staple** anything in the deposit.
- Place your deposit into an envelope and deliver to the Cashier in College Hall 204A. Deposits may also be placed in the safe via the wall slot outside of College Hall 204A. Do not mail cash or checks through Campus Mail.
- Do not use this form for checks drawn on foreign banks. Please contact the Cashier for instructions at x2217.
- Send Gift checks to the Development Office.

Daily Deposit Form Instructions:

Cash Section:

- Count the cash and use Excel or an adding machine to create a receipt that shows the total being deposited. Create separate receipts when the cash is going to different FOAPAL's. Include all receipts you've created with the DDF.
- Enter receipt totals on the DDF on its own line, with its unique FOAPAL. Use the description box to put a description of what the deposit is for e.g. Biology T-Shirt Sale
- Enter the total of all cash being deposited on the DDF in the box to the right of "Total Cash Bank 36".
- If your department has been issued Bank of America deposits slips, only use for cash, not checks:

DATE _____	DOLLARS	CENTS
CURRENCY		
COINS		
TOTAL CASH		
CHECKS		
1		

- In the "CURRENCY" line, fill in the total for cash in paper currency.
- In the "COINS" line, fill in the total of cash in coins, even if the total is greater than one dollar.
- In the "TOTAL CASH" line. Add "CURRENCY" and "COINS" together and place the total on this line. Carry this total down to bottom of the slip and put that same

number in on the “TOTAL” line and in the “Grand Total” section. Do not enter checks on these slips.

The image shows a deposit ticket form. At the top left, there is a dollar sign (\$) and a red arrow pointing to the top-left corner of the grid. The grid has three rows labeled 26, 27, and 28. Below the grid is a section labeled 'TOTAL FROM OTHER SIDE OR ATTACHED LIST'. Below that is a box labeled 'TOTAL' with a red arrow pointing to it. To the left of the 'TOTAL' box is a label that says 'PLEASE RE-ENTER TOTAL HERE'. Below the grid, there is a box labeled 'DEPOSIT TICKET TOTAL ITEMS'. To the right of this box is a label that says 'DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL'. Below this label is a date and time stamp: '53:13/13 MA 10:30'. At the bottom left, there is a label that says 'RE-ENTER GRAND TOTAL IN SCREENED BOXES'.

Checks Section:

- Use Excel or an adding machine to create a receipt that shows the total being deposited. Create separate receipts when the checks are going to different FOAPAL’s. Include with the DDF.
- Each receipt total will be entered on the DDF on its own line, with its unique FOAPAL.
- Use the description box to put a description of what the deposit is for e.g. Car Wash Fundraiser.
- Enter the total of all checks being deposited on the DDF in the box to the right of “Total Checks Bank 59”.
- If your department has been issued Bank of America deposit slips DO NOT use them for depositing checks.

Credit Card Section:

- Run your Credit Card Batch Settlement Form or Capture Detail Report and include it with the DDF.
- Use Excel or an adding machine to create a receipt that shows the total being deposited. Create separate receipts when the credit card deposits are going to different FOAPAL’s. Include with the DDF.
- Each receipt total will be entered on the DDF on its own line, with its unique FOAPAL.
- Use the description box to put a description of what the deposit is for e.g. Summer Program Tuition.
- Enter the total of all credit card transactions being deposited on the DDF in the box to the right of “Total Credit Cards Bank 61”.

Other:

- Add up the totals you have in “Total Cash Bank 36”, “Total Checks Bank 59”, and “Total Credit Cards Bank 61” and enter that total in the box to the right of “Total Deposit” at the bottom of the page.