

Procedures for Preparing Departmental Deposit Slips

- Fill out deposit slip including total amount to be deposited, preparer's name, phone number, and campus box number. Always include two contact names and phone number. Upon receipt, deposits are posted immediately. For contact purposes, please provide two names (primary & back-up), along with two separate phone extension numbers. (The University Cashier's Office requests immediate response for deposits that contain discrepancies.)
(See Sample Deposit Slip on page 5)
- Fill out Loomis bags and include the total amount on the bag.
- Deposit bags should contain **either** cash or check only. If your deposit contains both cash and checks, prepare a separate bag for each.
- Indicate on manifest sheet/Loomis bag whether deposit is **checks** or **cash**.
- Endorse all checks with the speed type (project code) and account number ("For Deposit Only" , or departmental name, or "NC State University" is insufficient.)
- Do not staple checks to deposit slips. Use paper clips or rubber bands.
- Put all coins in envelopes and list total amount. (Do not staple.)
- Submit 2 copies of all supplemental information. *(See Sample Supplemental Sheet on page 9)*

If you have any questions and/ or suggestions, please feel free to contact the Cashier's Office @ 515-2986 (option three) or Phyllis Royal @ 513-4282.

- Provide us with an envelope with your name and campus box number. We will use this envelope to return your copy of the processed deposit.
- Initial all corrections on deposit slip(s).
- Make sure both written and numerical check amount agree. Otherwise, you will be required to come to our office to retrieve your documentation.
- Make sure all foreign checks are in US dollars (have converted to US dollars). See Check Acceptance Procedures located on our website at http://www.fis.ncsu.edu/cashier/staff/check_acceptance_procedures.asp.

If you have any questions and/ or suggestions, please feel free to contact the Cashier's Office @ 515-2986 (option three) or Phyllis Royal @ 513-4282.



Don't Forget...

- ✓ Fill out the entire deposit slip(s) including total amount to be deposited. *See page 5*
- ✓ Fill out deposit bags with the following information:
 - *Date
 - *Contents Amount
 - *Identify Department Remitter
 - *Identify Receiver's Information*See page 7 sample for the above*
- ✓ Prepare a separate bag for **cash**
- ✓ Prepare a separate bag for **checks**
- ✓ Do not mix checks and cash together
- ✓ Label the contents sealed in the Loomis plastic bag:
 - *Checks (*see page 7*)
 - *Cash (*see page 7*)
- ✓ **All checks** must be endorsed/stamped with the speed type (project code/account number and complete department name) **Please note:** deposit endorsement requirement ("For Deposit Only" or NCSU is not sufficient)
- ✓ Do not staple checks to deposit slips. Use paper clips or rubber bands.
- ✓ Do not staple coin bags together
- ✓ Put all coins in envelopes and list total amount.
- ✓ Submit 2 copies of all supplemental information. *See page 9 sample*
- ✓ Please provide us with an envelope with your name and campus box number. We will use this envelope to return your copy of the processed deposit.

If you have any questions and/ or suggestions, please feel free to contact the Cashier's Office @ 515-2986 (option three) or Phyllis Royal @ 513-4282.

- ✓ All written changes on deposit slips **must be legibly initialed** by the preparer.

If you have any questions and/ or suggestions, please feel free to contact the Cashier's Office @ 515-2986 (option three) or Phyllis Royal @ 513-4282.



B/L No. 05 120441226

Specify Cash or Checks Here

ACCOUNT NUMBER

ITEMS	COIN BREAKDOWN
PENNIES	
NICKELS	
DIMES	
QUARTERS	
HALVES	
SBA \$	
TOKENS	
TOTAL ENTER #1	
100's	
50's	
20's	
10's	
5's	
2's	
1's	
TOTAL	

ITEMS	SEAL NO'S COIN N/A	SAY TO CONTAIN	RECEIVED FROM - CONSIGNOR
1c			Photography Department
2\$	Bag #	4997551	2451 Avent Ferry Road
3\$		25.00	Raleigh NC 27695
4\$	Bag #	4997550	Jane Doe
50T.		75.00	NCSU Cashier's Office
6CK.			2005 Harris Hall
7	GRAND TOTAL	100.00	Raleigh NC 27695

ITEMS	PICKUP MESSENGER SIGNATURE	DATE	TIME AR	TIME DP	RT. NO.	STOP NO.
8						
9	VAULT INITIALS	DATE	TIME	DIST. INITIALS	ITEMS	DATE
10						
11	DELIVERY MESSENGER SIGNATURE	DATE	TIME AR CUST	ROUTE NO.	STOP NO.	COMMENTS
12	CONSIGNEE SIGNATURE	DATE	TIME DP CUST	COMMENTS		

WARNING: CAREFULLY EXAMINE SIGNATURE AND IDENTIFICATION CARD OF ANY PERSON ATTEMPTING TO PICK UP YOUR DEPOSIT. IF IN DOUBT ABOUT INDIVIDUAL, CALL YOUR LOCAL LOOMIS SERVICE OFFICE.

Consignor Must Retain 2nd Copy

LOOMIS COPY

ENTER OTHER ITEMS LINE 2-6

COMPLETION OF THIS AREA REQUIRED

DATE

02/20/2008

SIGNATURE OF PERSONS PREPARING SHIPMENT

Jane Doe

DELIVERED TO - CONSIGNEE

NCSU Cashier's Office

EXACT STREET ADDRESS / LOCATION NO. (WE CANNOT DELIVER TO P.O. BOX)

2005 Harris Hall

STATE

NC

ZIP CODE

27695

CURRENCY SHIPMENTS

STOP SIGNS APPEARING IN BLUE STRIP MAY INDICATE TAMPERING.
DO NOT OPEN AND NOTIFY SENDER IMMEDIATELY.

03-06



* 0 4 9 9 7 5 5 0 *

SEALING INSTRUCTIONS:

1. Work on flat surface.
2. Remove tear-off receipt and keep with copy of deposit documentation.
3. Insert contents into bag; remove trapped air.
4. Peel off release liner over sealing strip.
5. Press down firmly from center to edges.

DATE: February 20, 2008

SAID TO CONTAIN: \$ 75.00 Checks

FROM: Photography Department

2451 Avent Ferry Road

Raleigh, NC 27695

TO: NCSU Cashier's Office

2005 Harris Hall

Raleigh, NC 27695

KeepSafe® Silver – DO NOT CUT HERE TO OPEN – KeepSafe® Silver – DO NOT CUT HERE TO OPEN

Silver 912 SPC
www.trigonsecurityproducts.com



KeepSafe® Silver

Security Envelopes by Trigon Security Products
U.S. PAT. 5631068



TO REMOVE CONTENTS—CUT ALONG THIS DOTTED LINE



STOP SIGNS APPEARING IN BLUE STRIP MAY INDICATE TAMPERING.
DO NOT OPEN AND NOTIFY SENDER IMMEDIATELY.

03-06



* 0 4 9 9 7 5 5 0 *

SEALING INSTRUCTIONS:

1. Work on flat surface.
2. Remove tear-off receipt and keep with copy of deposit documentation.
3. Insert contents into bag; remove trapped air.
4. Peel off release liner over sealing strip.
5. Press down firmly from center to edges.

DATE: February 20, 2008

SAID TO CONTAIN: \$ 25.00 Cash

FROM: Photography Department

2451 Avent Ferry Road

Raleigh, NC 27695

TO: NCSU Cashier's Office

2005 Harris Hall

Raleigh, NC 27695

KeepSafe® Silver – DO NOT CUT HERE TO OPEN – KeepSafe® Silver – DO NOT CUT HERE TO OPEN

Silver 912 SPC
www.trigonsecurityproducts.com



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Security Envelopes by Trigon Security Products
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TO REMOVE CONTENTS—CUT ALONG THIS DOTTED LINE



Supplemental Sheet for Deposit # 800623

Paynor's Name	Check Number	Check Date	Check Amount
Jane Doe	111	2/2/2008	\$5.00
John Doe	112	2/5/2008	\$25.00
Mary Smith	251	2/7/2008	\$10.00
John Brown	3562	2/2/2008	\$5.00
Cindy Smith	542	2/5/2008	\$15.00