

## **Deposit Instructions**

**Note:** There are 2 separate deposit slips to complete depending on the type of money being deposited, one for cash/checks and one for credit cards (Visa, MasterCard, Discover, American Express, and Tiger Card.) A department must be pre-approved to accept credit card payments for deposit. Upon approval, Student Fiscal Services will provide the credit card deposit slip. Student Activity Accounts are not allowed to accept credit cards. The cash/check deposit slip is available under the Deposits area on our website at [www.fhsu.edu/sfs/departments/](http://www.fhsu.edu/sfs/departments/).  
*\*If your deposit includes taxable items sold or serviced outside the City of Hays, but within the state of Kansas, please review the Deposit Slip Instructions for Destination Sales Tax.*

1. Fill in the appropriate information in the two green boxes.
  - Account Name** funds are being deposited into
  - Org Key** - 10 character account and fund number
  - Budget Authority** of the account
  - Date** deposit is being prepared
  - Prepared By**
  - Phone Number** to reach person who prepared the deposit
2. List out all transactions being deposited.
  - Starting in cell A19, provide a brief description of the transaction (ex: registration fees, candle sales, membership dues, class materials, etc.) *Donations must be deposited with FHSU Foundation and raffles must be pre-approved by FHSU Legal Counsel.*
3. Insert the appropriate Object Code(s).
  - Each individual transaction will have a 6 digit object code.
  - To view list of valid object codes, visit our page at [www.fhsu.edu/sfs](http://www.fhsu.edu/sfs), under the Departments tab, click on *Receipt Object Code Lookup*.
4. Input the correct Type.
  - Enter one of the following types according to the transaction.
    - NS**—Nontaxable Sale
    - TS**—Taxable Sale
    - TE**—Taxable Sale for a Tax-Exempt Organization
      - When collecting money from a tax-exempt organization, it is the department/organization's responsibility to obtain a tax exemption certificate and keep it on file as a permanent record for auditing purposes. State in the Detailed Description of Deposit the name of the organization and that their tax-exempt form is on file.*
    - TR**—Taxable Sale for Resale
    - TO**—Taxable Sale for items shipped outside the State of Kansas
  - If the transaction falls under more than one type, split the amounts separately by creating a new row for each transaction.
5. Enter the total amount for cash and checks or individual credit card types.
  - Enter the entire amount (including tax) under the *Amount* column for each transaction listed.
  - When collecting cash, the department/organization should always provide a receipt to the customer. Receipt books are available in Administration and Finance. SFS does not need receipt copies, but they should be kept with department/organization records.
  - The Tax and Net columns will automatically compute, according to the type listed.

6. List out the deposit's detailed contents on right side of deposit slip, under *Record All Checks and Currency/Record Credit Cards* area.
  - For currency, list out each denomination's total for cash and coin.
  - For checks, list out each individual check number and check amount.
  - For credit cards, enter the total for each individual type of card.
7. Complete Detailed Description of Deposit box.
  - Provide a more detailed description of the transaction including purpose and/or date of activity/event.

### Other Information

- Transaction totals must match the deposit total. If the cells are highlighted in color, there is a discrepancy that must be corrected before delivering to Student Fiscal Services.
- Checks and currency should be banded (not stapled) in the same order as individually listed on the right side of the deposit slip.
- Print a copy of the deposit slip and place in a security bag with the cash/checks or credit card information.
- Cash/check deposits must be prepared and delivered to Student Fiscal Services on a weekly basis. The deposit slip and accompanying cash and/or check(s) must be hand-delivered to Student Fiscal Services PH317A in a sealed security deposit bag.
- Credit card deposits must be prepared and delivered to Student Fiscal Services on a daily basis. The deposit slip and accompanying Transaction Summary Reports must be hand-delivered to Student Fiscal Services PH317A, in a sealed security deposit bag, by 12:00 noon the following business day.
- Retain one copy of the deposit slip along with original receipts for the department's/organization's records for five years for auditing purposes.
- Deposit receipts will not be provided. Run a CDD report on IFAS to verify the posting of the deposit.
- Security bags are provided by Student Fiscal Services and should be picked up in PH317 prior to creating the deposit.
- Seal and hand-deliver the security bag to Student Fiscal Services.
- Notification of deposit errors will be sent via Lotus Notes to the person who prepared the deposit and/or the budget authority of the account.
- Deposits may be returned unprocessed if incorrect or inaccurate.
- Refer to the Deposit Policy at [www.fhsu.edu/sfs](http://www.fhsu.edu/sfs) on the departments tab for additional information.