
INTEROFFICE MEMORANDUM

TO: PSU ADMINISTRATIVE STAFF
FROM: ANGELA BOSTOCK, ASSISTANT DIRECTOR OF BUSINESS AFFAIRS
SCOTT PETERSEN, BURSAR
SUBJECT: CASHIERS OFFICE POLICY & PROCEDURE CHANGE –
ELECTRONIC PSU MISCELLANEOUS DEPOSIT FORM-REVISED
DATE: 04/16/07

ELECTRONIC MISCELLANEOUS DEPOSIT FORM

The Cashier's office is moving to electronic PSU Miscellaneous Deposit forms. We will no longer produce and distribute the 3-part NCR form. The new electronic Miscellaneous Deposit Form has several advantages over the old electronic form and the NCR form:

- 1) The credit card number will be masked on all copies except Cashiers - Copy 1, which is required to process the transaction.
- 2) Additional contact information to facilitate communication.
- 3) Legibility.
- 4) Notice that "Deposits to expenditure account codes must be on a separate form and have appropriate documentation attached."

The Preparer completes data entry in Cashiers – Copy 1, and then all information, except the credit card number, is transferred to Copy 2 and Copy 3. Copy 1 must go the Cashiers office. Please do not keep Copy 1.

All departments should start using this form immediately and discard any unused NCR forms. NCR forms currently "in progress" will still be accepted until May 1, 2007. After this date, deposits will be held in the vault until the appropriate paperwork is completed. Approved exceptions to using this form are made for the Box Office and Research Accounting, due to the special needs of the department and Cashiers office approval for the alternate deposit formats.

The new electronic Miscellaneous Deposit form is attached to this email and can also be accessed from the BAO website. The direct link to the form is:

http://www.pdx.edu/media/b/a/BAO_misc_deposit_form.pdf

Please note that deposits to expenditure account codes should be on a separate Miscellaneous Deposit form, unless it is part of a single check/credit card transaction. This will expedite deposit of funds to revenue accounts, while deposits to expenditure account codes go through the BAO approval process. In order to better track these transactions, SAS-Departmental Accounting has requested that the Banner description begin with "Reimb 'enter Banner Document number'" then, any additional description that is useful to you.

It is very rare that anyone has a miscellaneous deposit to more than 3 index codes. If you find yourself in this situation, please enter "see attached" in the detail code field and enter the total of the deposit in the amount field. Attach a spreadsheet of the account distribution.

Thank you for your help in making the miscellaneous deposit process work smoothly.

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