

DEPARTMENTAL DEPOSIT PROCEDURES & SERVICE IMPROVEMENTS

Drop-Off Slot

The Cashier's Office has installed a counter slot drop-off inside Window 2 for departmental deposits when waiting for a cashier is not feasible. Deposits can be made during regular business hours, 9 a.m. to 5 p.m., Monday-Friday. They must be secured in an envelope; however, tamper-evident bags are no longer required. Note that the slot and the chute leading to the cash safe cannot accommodate large or bulky envelopes.

More Cashiers Available

To reduce wait times, cashiers at all windows can now process departmental deposits. While we encourage you to make deposits with a cashier and personally receive a receipt, the drop-off provides security for your deposits when you cannot do so. *Please do not leave envelopes or any type of deposit at an unattended cashier window.*

Department Responsibility

Departments must make deposits in compliance with OUS and state regulations: see http://www.pdx.edu/media/b/a/BAO_bur_departmental_deposits_of_cash_receipts.pdf. Obtain a deposit form, also known as the "PSU Miscellaneous Receipt," from a cashier at one of the windows in the lobby of Neuberger Hall. Complete all fields of the deposit form, including departmental contact name and phone extension. Endorse the check with your departmental stamp and submit it with the deposit form to a cashier for processing. An incomplete form will delay the deposit.

Enter each deposit in your departmental Deposit Log, retain a copy of the deposit form, and upon receiving the processed receipt from the cashier, retain it for your records. Reconcile your log and returned receipts with your departmental Banner accounting reports on a monthly basis. For assistance, contact the Business Affairs Departmental Accounting staff at 5-3098.

Cashier Responsibility

Strict internal control procedures require the removal of cash deposits from the safe with dual custody, i.e., two cashiers, and recording them in Banner immediately. Unless there is a discrepancy, deposits will not be entered in a cashier deposit log. In the event of a discrepancy, cashier staff will log the deposit and contact the department. We will not be able to process deposits with discrepancies until we hear from the department.

Untimely or Missing Deposits

For questions or concerns about untimely or missing deposits, contact the Bursar's Office accounting staff at 5-8323 or 5-3741.

We are pleased to bring you these added security measures, and look forward to assisting you with your transactions. If you have any questions, feel free to contact Louise McDonald at 5-3759.