# Department Deposit Request

*Student Business Services*

Date -                              Prepared by -                              Phone Ext-

Dept -                              Email Receipt to -

Business Unit
Selection -            Campus          Foundation          Associated Students          Site Authority          UAS

## ITEM CODE  - *One (1) Item Code Type  Per Request*

**AR Invoice -** *Accounts Receivable Invoices - provide invoice# below.*          **CF -** *Career Fair*          **OTHER\* -** *Other/EMarket*

**AR SALADV -** *Employee Salary Advance Invoices*          **GF -** *Grad Fair*

**UNK -** *Unknown Payments*          **ELM -** *Elm Clearing*

**MISC\* -** *Miscellaneous Payments*          **LIBRARY -** *Library Fines/Memberships*

*\* Miscellaneous and Other Item Codes require accounting string*

## CASH/CHECK TOTALS

| Paper Currency | Quantity | Total | Checks: Payer Information | Description  /  Invoice# *(for AR items)* | Amount |
|---|---|---|---|---|---|
| $100 | | | | | |
| $50 | | | | | |
| $20 | | | | | |
| $10 | | | | | |
| $5 | | | | | |
| $2 | | | | | |
| $1 | | | | | |
| Subtotal: | | | | | |

| Coin | Quantity | Total | | | |
|---|---|---|---|---|---|
| $1.00 | | | | | |
| $0.50 | | | | | |
| $0.25 | | | | | |
| $0.10 | | | | | |
| $0.05 | | | | | |
| $0.01 | | | | | |
| Subtotal: | | | | Check Total: | |
| | | | | | |
| Cash Total: | | | | Cash and Check Grand Total: | |

## ACCOUNTING STRING - *\*Required for Miscellaneous and Other/EMarket Item Code Types*

| Account | Fund | Department | Program | Class | Project | Amount |
|---|---|---|---|---|---|---|
| | | | | | | |

**PLEASE NOTE:** It is the requestor's responsibility to verify the accounting string information.
Deposits can only be made to revenue accounts.

The acceptance and transporting of cash and cash equivalents must be in compliance with the CSUCI Cash Handling Policy.

## DEPARTMENT DEPOSIT REQUEST FORM INSTRUCTIONS

Department personnel can use the Department Deposit Form to make deposits to Campus and Auxiliary accounts at the Student Business Services (SBS) Office.

### FORM FIELD DETAILED INSTRUCTIONS:
- **Date** – Provide the current date.
- **Prepared by** – Name of person preparing form. SBS will contact with questions as needed.
- **Phone Ext** – Provide work phone extension.
- **Dept**.– Provide name of department for preparer.
- **Email receipt to** – Provide email address for confirmation receipt.
- **Business Unit Selection** – One business unit per request. Select business unit for transaction.
- **Item Code** – One Item Code per request. Select item code for transaction.
    - AR Invoice – To deposit against Invoices issued by Accounts Receivable. Invoice number must be provided at time of deposit.
    - AR SALADV – To deposit against Employee Salary Advance Invoices issued by Accounts Receivable. Invoice number must be provided at time of deposit.
    - UNK – To deposit against an unknown payment account. The department must provide an updated accounting string by the end of the month to leo.cervantes@csuci.edu.
    - MISC – To deposit against a miscellaneous payment account. An accounting string must be provided at time of deposit.
    - CF -Career Fair - To deposit against career fair account only.
    - GF -Grad Fair – To deposit against graduation fair account only.
    - ELM – To deposit against ELM clearing account only.
    - LIBRARY – To deposit against library fines or library membership account only.
    - OTHER –Specify the EMarket and provide an accounting string.
- **Cash/Check Totals**
    - Paper Currency – Enter the total number of pieces of each type of currency.
    - Coins – Enter the total number of pieces of each type of coin.
    - Checks – Enter the details for each individual check, including the Invoice number if applicable.
- **Accounting Strings**
    - *Required for Miscellaneous and Other Item Code selection.*
    - Provide an accounting string if a miscellaneous or other item code was selected. For other types of deposits, an accounting string is not required.
    - It is the requestor's responsibility to verify the accounting string information.
    - Deposits can only be made to revenue accounts.

### SUBMISSION INSTRUCTIONS:
Form should be submitted to the Student Business Services' Office located in Sage Hall, 1ˢᵗ Floor during business hours. The acceptance and transporting of cash and cash equivalents must be in compliance with the Cash Handling procedures.

Please see the CSUCI Cash Handling Policy for details.