

**OLD DOMINION UNIVERSITY
OFFICE OF FINANCE PROCEDURE MANUAL**

Title: Departmental Guide for Receipting and Transmitting Funds

Procedure: 4-902

ALL, Old Dominion University stamp should include the department's name and **MUST include the date** for auditing purposes. Failure to include a date will result in a non-compliance letter being sent to the department. The date serves as verification that your department is promptly depositing funds. The departmental stamp helps to keep track of return checks and to quickly identify the department that took the check.

When restrictively endorsing checks/money orders, keep in mind that the amount of space available for endorsemen

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4. Deposit Form:

1. An ODU Official Revenue Deposit Form must be completed for each day's deposit. This form can be found on the Office of Finance

Cashier's Office Use ONLY

Name: _____ Cash: _____ Department: _____

ODU Extension: _____

| AMOUNT | Fund Code | Acc Code | Agreement | DESCRIPTION |
|--------|-----------|----------|-----------|-------------|
| | 4 | 3 | | |
| | 4 | 4 | | |
| | 4 | 5 | | |
| | 4 | 6 | | |
| | 4 | 7 | | |
| | 4 | 8 | | |
| | | | | 10 |

Preparer's Name Printed: _____ Date: _____ Preparer's Signature: _____

Reviewer's Signature: **x** Date: _____

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4. Once the bank bag is returned with the Banner receipt, the department should review the Banner receipt to make ensure that the org, account code, and amount agrees with the requested deposit. ALL discrepancies will to be resolved immediately.

 5. Departments that are submitting a **USTORE/UPAY** deposit/refunds **ONLY**.
 - a. Fill out a deposit form for depositing into the budget.
 - b. Print batch settlement for verification of funds collected.
 - c. Review and Sign with two required signatures
 - d. Scan deposit along with batch settlement to