Purpose
For Washington University cash and credit deposits

Policies
The following major cashiering policies should be followed:

- All checks should be endorsed with an official Washington University endorsement stamp immediately after receipt.

- All monies should be deposited timely. Clinical operations should enter receipt vouchers daily and deposit cash and checks within 24 hours of the time received. For other receipts, deposits should be made when amounts total $500.00 or at least weekly.

- Receipt Vouchers (RVs) must match individual deposit amounts.
  - Do not combine multiple deposits onto one receipt voucher
  - Do not create multiple receipt vouchers for one deposit

Contacts
Contact the Bank Liaison for all questions relating to cash and credit deposits:

- Credit card merchant and terminal orders
- Receipt Voucher / Deposit questions
- Depository issues
- Bank supply orders (Deposit slips, bank bags, endorsement stamp, depository keys)

Email: angela.werremeyer@wustl.edu
Phone: 935-5797; Fax: 935-9798; Campus Box 1147

Contact the Terminal Helps Desk questions regarding your terminal:

- Terminal error messages
- Obtain a settlement report
- Supply orders such as replacement paper & Terminal Help Desk:


If calling you must provide the 10 digit merchant account number on the side of the credit card machine. You can find your merchant account on a printed label attached to the terminal.
Deposit Procedures

1. Settle the credit card terminal at the end of each day

   • In preparation for completing the receipt voucher, separate transactions into:
     a.) MasterCard & Visa
     b.) Discover & American Express

   Note: At 1 a.m., the credit card processor downloads all transactions from the terminal. If the terminal was not settled at the end of the previous day, it will automatically settle when processing a new charge. Call the Terminal Help Desk to obtain a missing settlement report at 800-777-7240.

2. Complete the Deposit Ticket

   • Ensure all checks are endorsed with an official Washington University endorsement stamp.
   • Add cash & checks using a calculator with tape. Check for accuracy!
   • Place cash in an envelope and note the amount on the front.
   • Fill out the deposit slip in triplicate.
   • Set the deposit slip aside temporarily (after the receipt voucher is completed in step 3, the RV document number must be written on the deposit slip).

   Note: Cash & checks, original (white) deposit ticket, & calculator tape are sent to the bank.

   Medical School Clinical Offices: Ensure that all monies collected (cash, checks, and credit card receipts) match the IDX Daily Balancing Report. If there is a discrepancy, determine the problem and report it to Physician’s Billing at 935-0806 or 935-0753. The receipt vouchers (completed in step 3) must match the cash and checks or credit card settlement report.

   Suggestion: Maintain a log of all monies received (internal receipt number, payment amount, form(s) of payment, and purpose of payment).


   • See General Accounting Manual (G17.9-35 for detailed instructions)
     o When the Receipt Voucher is completed, a document number is generated. Note this number on the completed deposit slip.
   • Separate deposit slip into three piles:
° White: Will be included in the deposit bag that is sent to the bank
° Yellow: Will be remitted to Bank Liaison at Campus Box 1147 or by scanning/emailing a copy
° Pink: Will be stored by the department

*Note: Clinical Associates & Grant Medical – Send a deposit slip copy (pink or yellow) and the credit card settlement report copies to Physician’s Billing at CB 8239. PBS will create the receipt vouchers and forward documentation to the Bank Liaison.

**Reminders:**

- RVs are posted to the General Ledger after the deposit is verified with the bank.
- Ensure preparer and contact information is correct on the AIS/FIS receipt voucher.
- Make sure the “Bank Date” field is entered correctly on the RV:
  ° RG / RD: Date the deposit is made
  ° WT: Date the wire transfer was made
  ° MV / DI: Date on the credit card settlement report
- Do not combine multiple deposits or settlements on one receipt voucher.
- Do not create multiple receipt vouchers for one deposit.

4. **Prepare the Deposit Bag**

- Fill out the customer information on the front of the bag
  ° Name: Washington University
  ° Location: Department Name
  ° Date
  ° Amount
  ° Note: All checks being sent to the bank are considered “un-encoded”.
- Paper clip cash (enclosed in a plain envelope) and checks to white deposit slip copy and place in the deposit bag.
- Remove the numbered, tear-off receipt at the top of the deposit bag.
- Attach receipt to department’s deposit slip copy (pink) and file.
  - Seal the bag. Please make sure no part of the seal is exposed making the bag stick to the sides of the depositories. That causes bags and keys to get jammed requiring a service call to fix the problem.

*Note: Only include one (1) deposit ticket per deposit bag.*
5. Make the Deposit

The departments’ location determines where the deposit is made:

- Danforth – Take deposits to the Mallinckrodt Depository
  - East Entrance of Mallinckrodt Hall

- West Campus – Take deposits to the Depository
  - 3rd Floor – Room 301

- North Campus – Take deposits to the Bank Liaison

- Remote Sites – Take deposits to the nearest Bank of America branch
  - Go to http://www.bankofamerica.com/ for branch locations

- Medical School – Take deposits to the Medical School Depository
  - Barnes Jewish Hospital, 216 South Kingshighway
  - McDonnell Medical Sciences, 4565 McKinley

Note: Depository procedures can be found on the following page.

6. Remit and File Backup Documentation

- Send the yellow copy of the deposit slip to the Bank Liaison.
  - Remember to write the RV document number on the deposit slip!

- Send a copy of the credit card settlement report to the Bank Liaison
  - Remember to write the RV document number on the settlement report!

- Retain the pink copy of the deposit slip.

- Retain one copy of the credit card settlement report.

- Retain all signed receipts per your department’s instructions.

- Retain numbered, tear-off receipt from the deposit bag.

- Retain the depository receipt if applicable.

Note: Clinical Associates & Grant Medical – Send a deposit slip copy (pink or yellow) and the credit card settlement report copies to Physician’s Billing at CB 8239. PBS will create the receipt vouchers and forward the appropriate documentation to the Bank Liaison.
The Depository Receipter provides a quick and convenient way for you to get a receipt when making a deposit. The easy-to-use Receipter allows all authorized customers to enter deposit information into the Receipter to get an immediate email receipt as a record of the deposit transaction. Failure to obtain and keep the receipt could result in the department being liable for a missing deposit. **Note - If the Receipter is not functioning at the time of the deposit and you are unable to obtain a receipt, email your deposit details to angela.werremeyer@wustl.edu as soon as possible. If you have not been set up to receive email receipts, email Angela with your department number and she will request a new six digit code.

Danforth: Mallinckrodt Center – East Entrance (no receipter; further instructions do not apply)

Medical School: Barnes Jewish Hospital, 216 South Kingshighway, North Wall
Medical School: McDonnell Science Building
West Campus: 3rd Floor Room 301

The display screen on the Receipter will guide you through the process as explained below:

**Note:** Press the * (star) key anytime to cancel and start over.

**STEP 1:**

*Display Screen says…*

<table>
<thead>
<tr>
<th>ACCESS NO.?</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEN PRESS # KEY</td>
</tr>
</tbody>
</table>

At this prompt, enter your access code (92748) and press the # key.

**STEP 2:**

*Display Screen says…*

| DEPARTMENT NUMBER? + # |

At this prompt, enter your 4 digit MICR Number (see bottom left side of the deposit slip) and press the # key. At this time, you will also be asked for an Email ID#. If you have been assigned your six digit email ID, enter it now. If not, skip this option and email angela.werremeyer@wustl.edu to request a new email ID. Email ID#s are the first four digits of your department number followed by two unique digits that will route to your personal email address. The bank liaison receives copies of all email receipts.
STEP 3:

Display Screen says…

<table>
<thead>
<tr>
<th>BAG NUMBER? + #</th>
</tr>
</thead>
</table>

At this prompt, enter the last 7 digits of the deposit bag number & press the # key.

STEP 4:

Display Screen says…

| $ AMOUNT ? + # |

At this prompt, enter the exact amount of the deposit in dollars and cents and press the # key. For Med School locations, please enter cash and checks separately.

Note: The decimal point is entered automatically.

STEP 5:

Display Screen says…

| DEPOSIT BAG OR PRESS * (star key) TO CANCEL |

At this prompt, use the key to open the drop chute on the night depository. Place the bag into the chute, close the door, and remove the key. A receipt will be emailed at this time.

Note: The depository is equipped with an electronic deposit detector. If deposit information is entered into the Receipter and no bag is deposited or if the bag is not deposited within fifteen seconds after entering all of the information, the receipt will print the message “WARNING! DEPOSIT NOT DETECTED. PLEASE CALL 935-5797”. If this warning message is printed on the receipt, please email the Bank Liaison with the deposit details.

Note: Do not drop your deposit into the depository without using the electronic receipt. Your department will be liable for lost deposits that cannot be substantiated with a depository receipt.

Note: Do not make a deposit without using a key. This may cause those depositing after you to get their keys/bags stuck in the depository which results in required service calls. Make sure your bag is properly sealed.