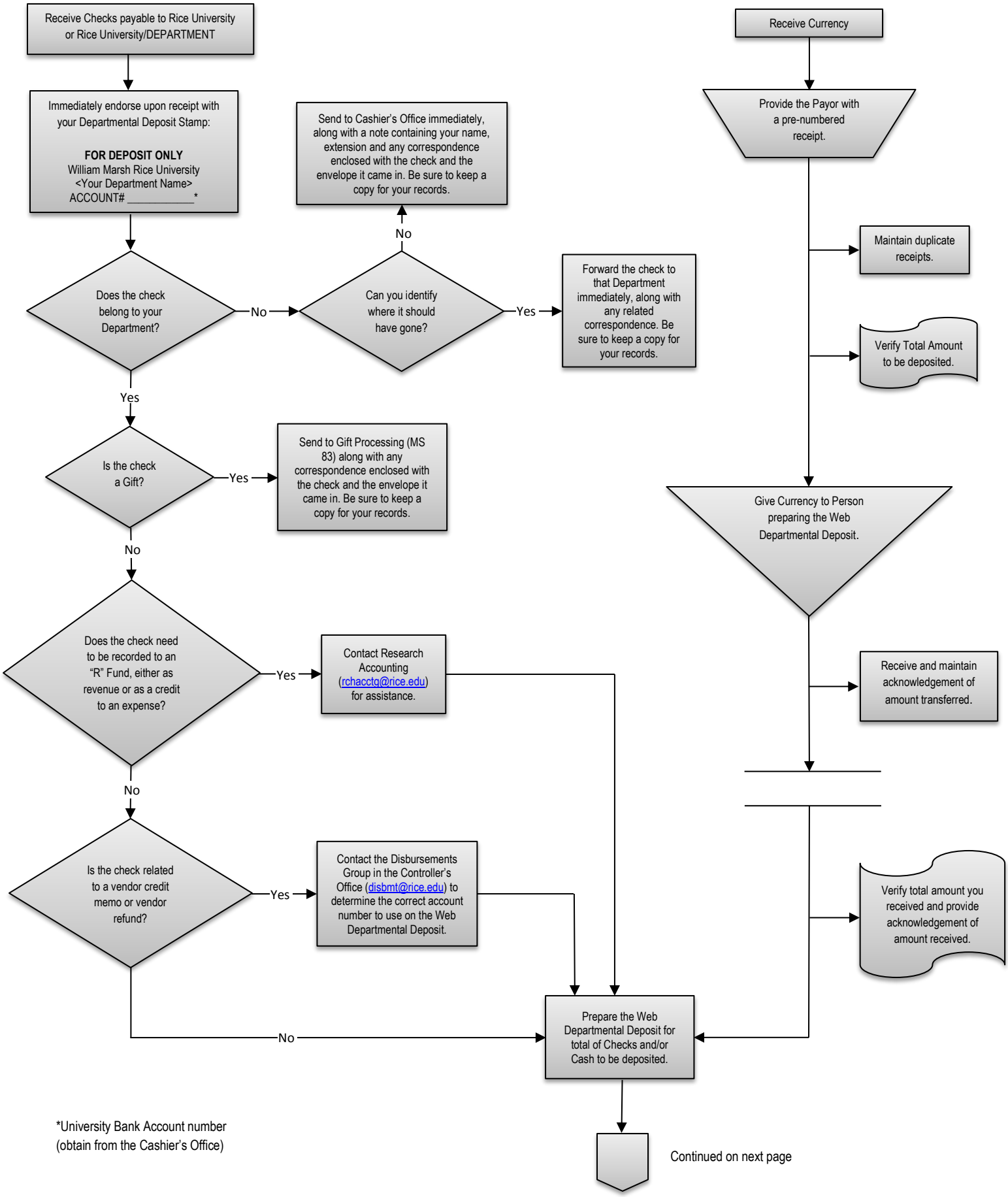
Receive Checks payable to Rice University or Rice University/DEPARTMENT
Immediately endorse upon receipt with your Departmental Deposit Stamp:
FOR DEPOSIT ONLY
William Marsh Rice University
<Your Department Name>
ACCOUNT# _____*
Does the check belong to your Department?
No
Can you identify where it should have gone?
No
Send to Cashier's Office immediately, along with a note containing your name, extension and any correspondence enclosed with the check and the envelope it came in. Be sure to keep a copy for your records.
Yes
Forward the check to that Department immediately, along with any related correspondence. Be sure to keep a copy for your records.
Yes
Is the check a Gift?
Yes
Send to Gift Processing (MS 83) along with any correspondence enclosed with the check and the envelope it came in. Be sure to keep a copy for your records.
No
Does the check need to be recorded to an "R" Fund, either as revenue or as a credit to an expense?
Yes
Contact Research Accounting (rchacctg@rice.edu) for assistance.
No
Is the check related to a vendor credit memo or vendor refund?
Yes
Contact the Disbursements Group in the Controller's Office (disbmt@rice.edu) to determine the correct account number to use on the Web Departmental Deposit.
No
Prepare the Web Departmental Deposit for total of Checks and/or Cash to be deposited.
Receive Currency
Provide the Payor with a pre-numbered receipt.
Maintain duplicate receipts.
Verify Total Amount to be deposited.
Give Currency to Person preparing the Web Departmental Deposit.
Receive and maintain acknowledgement of amount transferred.
Verify total amount you received and provide acknowledgement of amount received.
*University Bank Account number (obtain from the Cashier's Office)
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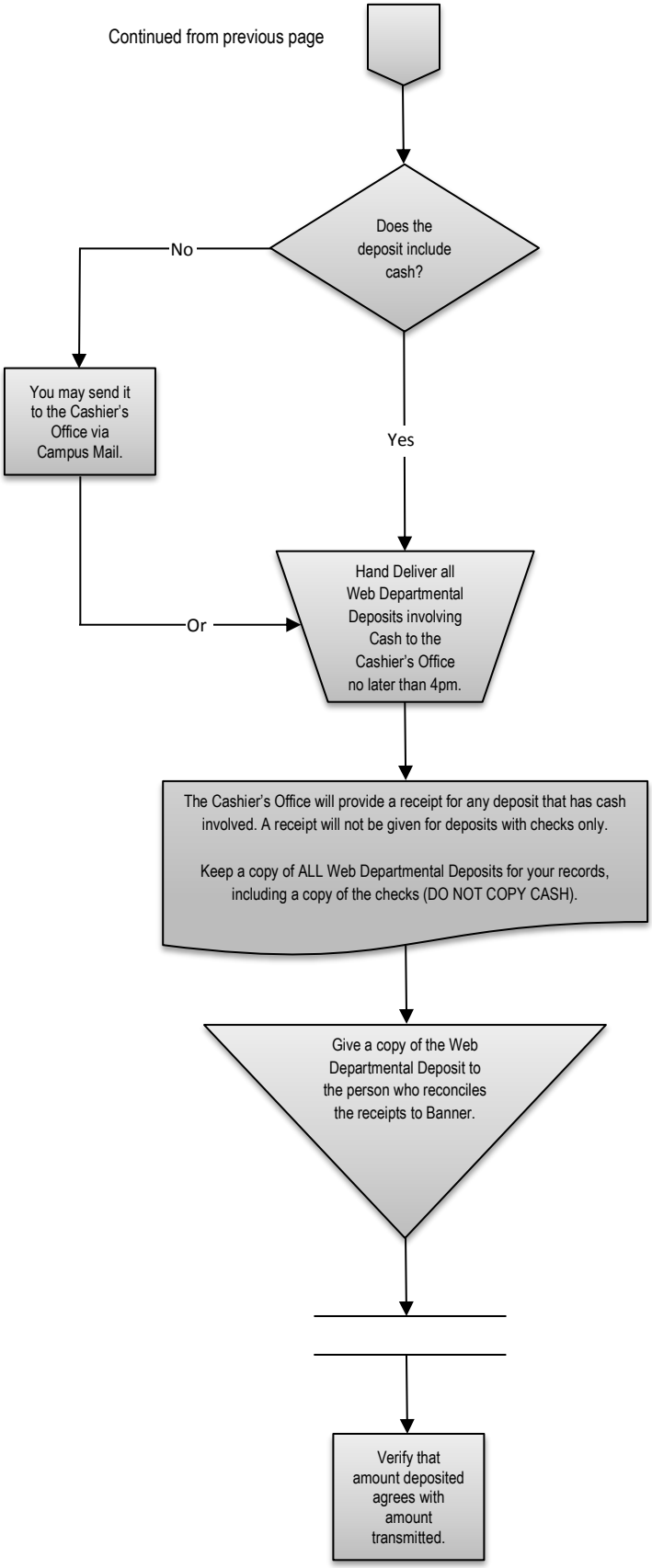
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Does the deposit include cash?
No
Yes
You may send it to the Cashier's Office via Campus Mail.
Or
Hand Deliver all Web Departmental Deposits involving Cash to the Cashier's Office no later than 4pm.
The Cashier's Office will provide a receipt for any deposit that has cash involved. A receipt will not be given for deposits with checks only.
Keep a copy of ALL Web Departmental Deposits for your records, including a copy of the checks (DO NOT COPY CASH).
Give a copy of the Web Departmental Deposit to the person who reconciles the receipts to Banner.
Verify that amount deposited agrees with amount transmitted.