



Business Matters at Sac State

Accepting and Depositing Funds on Behalf of the University...or Your Department or Program

Date: April 7, 2006

To: Deans, Associate Deans, Department Chairs, Directors, Managers and Campus Business Partners

From: Caryl Vickers-Harper
Interim Assistant Director, Student Financial Services Center

Before accepting any funds on behalf of the University....or your department or program:

- Most departments and programs are *University* programs, including all the academic, student service and University administrative offices. Many campus enterprise activities, such as the College of Continuing Education, Parking, One Card, Student Housing, and Student Health Services are also University programs. Deposits for University departments and programs are made through the Student Financial Services Center (SFSC)/University Bursar's Office, located in Lassen Hall 1001.
- Some departments or programs fall under one of the University's auxiliaries, i.e., Associated Students, University Enterprises, University Union, CSUS Trust Foundation, and Capital Public Radio. Each auxiliary has its own deposit procedures and location. If you handle funds that belong to one or more of the auxiliaries, contact the auxiliary business department for information about their deposit procedures.

If there is a compelling need, due to high volume, for a University department or program to receive funds rather than directing them to the SFSC, you can obtain approval to perform this activity by contacting us. We will:

- Require a written statement about why department/program collection is needed, which will also include a statement accepting responsibility for collecting funds, signed by the department/program manager and the appropriate Dean, Director, or AVP.
- Ask to see your secure lock box or safe that will be used to safeguard funds between deposits.
- Provide you with sample receipt forms and confirm the deposit information that will be required for each deposit (i.e., chartstring).
- Provide you with an endorsement stamp to use for the checks you will receive.
- Agree to the *Department Procedures* below and agree to unannounced audits to insure that standards are being met.

Financial Services

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Associate Vice President's Office · Budget Planning & Administration ·

University Controller · Accounting Services · Cash Management & Investments · Financial Reporting · University Accounts Payable · University Bursar · Cashier's Office · Financial Aid Disbursements · Student Loans & Collections · Student Financial Services Center · University Accounts Receivable

Department Procedures:

- Please do not accept *cash* or *credit/debit card* transactions. Direct cash or credit card transactions to the Student Financial Services Center in Lassen Hall, Room 1001.
- *Checks* must be made payable to “CSUS” or “California State University, Sacramento”.
- As soon as you receive the check, stamp the back with your endorsement stamp and place the check in the lockbox or safe.
 - Collections totaling **\$500 or more** must be prepared and delivered within **24 hours** to the Student Financial Service Center, Lassen Hall 1001.
 - Collections totaling **less than \$500** should be prepared and delivered to the SFSC within **three business days**.
 - Funds must be kept in a safe or secure lock box until they are delivered to the Student Financial Service Center. Do not allow checks to remain in unsecured locations.

These are audit requirements. We conduct unannounced audits to ensure these standards are being kept.

- ***Depositing Funds:***
 - Prepare *two adding machine tapes* of all checks received.
 - *The receipt form* must be filled in with the amount of funds being deposited and the account/chartstring number where the fees will be applied.
 - *Deliver* the deposits to the Student Financial Services Center within 24 hours if the deposit totals \$500 or more, and within 3 business days if the deposit totals less than \$500.
 - In order to avoid lines at SFSC, deposits can be dropped in our drop box located in front of Lassen Hall 1001.

Funds will be receipted by the SFSC/University’s Bursar Office and a copy of the receipt will be mailed to the department. Please allow reasonable processing time during peak periods.

If you have any questions about this process, please contact: *Caryl Vickers-Harper* at 278-6559, or vickersca@csus.edu.

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