

Preparing & Making Deposits

Preparing Funds for Deposit

The depository process varies slightly depending upon:

- The type of funds you are depositing (e.g., cash, coin, checks, bulk coin)
- The amount of the deposit, and
- The deposit method you are using (e.g. automated deposit station, bank branch, or armored car). Your department will use:

Step	Cash & Coin (coin under \$25)	Checks	Bulk Coin (\$25 or more)
1. Prepare Currency and Checks	<ul style="list-style-type: none"> • Count currency • Strap currency by denomination into packs of 100 bills arranged face-up <ul style="list-style-type: none"> ○ Strap excess currency into 50-bill denomination packs or arrange in smaller increments by denomination. • Count coins • Place coins in a plain envelope <ul style="list-style-type: none"> ○ Do not roll coins 	<ul style="list-style-type: none"> • Endorse the back of each check using the U-M Treasury-issued endorsement stamp • Use a calculator or an Excel worksheet to tabulate a total for all checks • Place the calculator tape or Excel worksheet with the checks 	<ul style="list-style-type: none"> • Do not count coins • Do not roll coins • 50 lbs maximum per CoinLOK bag
2. Complete Deposit Ticket See Preparing Deposit Tickets for details	<ul style="list-style-type: none"> • Log the cash total on the Currency line • Log the coin total on the Coins line 	<ul style="list-style-type: none"> • Log the check total on the Checks line 	<ul style="list-style-type: none"> • Use a blank deposit ticket

Step	Cash & Coin (coin under \$25)	Checks	Bulk Coin (\$25 or more)
<p>3. Select & Prepare Deposit Bag</p> <p>Appropriate Deposit Bag determined by the type of funds and/or deposit method</p>	<ul style="list-style-type: none"> Use a cash/check deposit bag. Place currency and/or coin envelope inside the bottom of the bag. Place the deposit ticket horizontally in the clear pouch on the inside middle of the bag, such that the deposit ticket faces towards the back of the bag. 	<ul style="list-style-type: none"> Use a cash/checks bag. Place checks, calculator tape or Excel worksheet in the bottom of the bag. Place the deposit ticket horizontally in the clear pouch on the inside middle of the bag, such that the deposit ticket faces towards the back of the bag. 	<ul style="list-style-type: none"> Use the CoinLok bag Place up to 50 pounds of mixed loose coin in each bag. Place a blank deposit ticket in the adhesive pouch provided with the bag. <ul style="list-style-type: none"> The bank counts the coin and credits your default ChartField combination. Affix the adhesive pouch to the back of the bag. No currency or checks included.
<p>4. Make Deposit</p>	<p>Cash, Coin under \$25, and Checks CAN be combined into the Treasury cash/check combo bag. Deposit ticket must have applicable cash, coin, and checks amounts listed. Deposit ticket is placed in the interior middle clear pouch and faced to the rear of the bag.</p> <ul style="list-style-type: none"> Use an Automated Deposit Station on U-M Ann Arbor Campus. Can use a Bank Branch if pre-authorized by Treasurer's Office. Contact Treasurer's Office if cash deposit totals over \$10,000. 		<ul style="list-style-type: none"> Use an Automated Deposit Station on U-M Ann Arbor Campus. Contact Treasurer's Office if bag is too heavy to transport.
<p>5. Verify Deposit</p>	<p>You</p> <ul style="list-style-type: none"> Reconcile deposits weekly using the FN03 JrnlDetail Report in Business Objects. 	<p>Your Department</p> <ul style="list-style-type: none"> Your department Statement of Activity reconciler reviews summary deposit data monthly. <p>Note: According to U-M Internal Control policies, individuals should not be reconciling their own deposits. Separation of duties reduces the possibility of mismanagement, error, or fraud.</p>	

Canadian Checks in U.S. Funds

Canadian checks (e.g., those drawn on a Canadian financial institution or agency) can indicate payment in U.S. dollars. These checks do not have a conversion rate, and are processed with domestic checks as described in the *Preparing Funds for Deposit Quick Reference*.

Canadian Checks in Canadian Funds

Canadian checks written in Canadian funds can be processed, but require several additional steps.

Step	Details	
Step 1 - Canadian Funds Check Envelope	Place each check in an individual Canadian Funds Check Envelope. Note: Envelopes can be obtained from the Treasurer's Office website www.treasury.umich.edu .	
Step 2 - Call to Obtain the Daily Conversion Rate	Call the Bank of America Vault customer service number, 1-800523-7860 , and select Option #1 to get the daily conversion rate. Enter the daily conversion rate provided in the Check Rate field on the envelope.	
Step 3 - Calculate the Conversion	Calculate and write the value in US funds on the envelope.	
Step 4 - Record Depositor Information	Write the U-M department name and location code in the Name of Depositor field, and the U-M depository account # (found at the bottom of deposit tickets & ends with 20059) in the Account number field on the envelope.	
Step 5 - Include the Envelope(s) with Domestic Checks	The completed Canadian Funds Check Envelope(s) can now be deposited with other domestic checks as described previously.	

Foreign Checks

U-M has a “no foreign checks accepted” policy due to an extremely labor-intensive and lengthy process to collect funds from foreign financial institutions. There are also substantial fees for depositing and processing these items. It is recommended your department request payment in a method other than a foreign check, such as: cash, credit card, US checks, money orders, or traveler’s cheques.

Sample foreign checks are shown below. Each check has highlighted boxes around key elements which indicate the check is foreign.

The image displays three sample foreign checks, each with numbered indicators (1-7) highlighting key elements that identify them as foreign:

- Check 1 (Piraeus Bank):**
 - 1: Foreign spelling of check (e.g., "CHEQUE NO").
 - 2: Foreign location (e.g., "ATHENS").
 - 3: US and US Dollar indicators (e.g., "USD", "*****60.00").
 - 4: No MICR number.
 - 5: Foreign stamp (e.g., "JP MORGAN CHASE BANK NEW YORK").
 - 6: Foreign bank stamp (e.g., "PIRAEUS BANK S.A. ATHENS").
 - 7: Hand-written information (e.g., "0755180").
- Check 2 (Koçbank):**
 - 1: Foreign spelling of check (e.g., "No. FC").
 - 2: Foreign location (e.g., "ATHENS").
 - 3: US and US Dollar indicators (e.g., "USD # 55").
 - 4: No MICR number.
 - 5: Foreign stamp (e.g., "KOÇBANK A.Ş. İzmir Branch").
 - 6: Foreign bank stamp (e.g., "KOÇBANK A.Ş. İzmir Branch").
 - 7: Hand-written information (e.g., "0755151").
- Check 3 (Citibank):**
 - 1: Foreign spelling of check (e.g., "Date").
 - 2: Foreign location (e.g., "Citibank, N.A. Singapore").
 - 3: US and US Dollar indicators (e.g., "US Dollars # FIFTY FIVE ONLY #", "US\$ 55").
 - 4: No MICR number.
 - 5: Foreign stamp (e.g., "Citibank, N.A. Singapore").
 - 6: Foreign bank stamp (e.g., "Citibank, N.A. Singapore").
 - 7: Hand-written information (e.g., "Kunal Hiranandani 5-19-88").

Indicators that these are foreign checks include:

1. Foreign spelling of check (e.g., cheque)
2. Foreign location (e.g., ATHENS)
3. US and US Dollar indicators that the check is written in U.S. dollars
4. No MICR number
5. Foreign stamp
6. Foreign bank stamp
7. Hand-written information

Preparing Deposit Tickets

Every deposit requires a deposit ticket to receive proper credit for your deposit. Deposit tickets are customized for each department. Elements on Deposit Tickets include:

1. University of Michigan & Department Name

Deposit tickets are customized for your department, including your department name.

2. Location Code

Deposit tickets are customized for your department, including the location code assigned to your department by the Treasurer's Office.

Together with the deposit ticket sequence number, your location code will become the first four numbers on the MICR (Magnetic Ink Character Recognition) line at the bottom of your deposit ticket. The location code also becomes the first four numbers in the eight-digit Journal Entry number this deposit generates.

3. Sequence Number

Each deposit ticket has a unique sequence number.

Together with your location code, the sequence number will become the second four numbers on the MICR line at the bottom of your deposit ticket. The sequence number also becomes the second four numbers in the eight-digit Journal Entry number this deposit generates.

4. Currency (Cash) Line

Log the total amount of cash you are depositing in this area.

5. Coins Line

Log the total amount of coins you are depositing in this area (must be under \$25).

Note: For bulk coin deposits (\$25 or more) you will leave this area blank. The specifics on this process are covered later in the course.

6. Checks Line(s)

You can either log the individual checks you are including in this deposit on the pre-printed check line(s), or you can attach a calculator tape or Excel spreadsheet tabulating the amount of each check and the total for all checks.

Note: More information on depositing checks is covered in the course.

7. Total Lines

You should write the total of your deposit in the two total lines on your deposit ticket (unless you are depositing bulk coin over \$25).

8. Don't Fold your Deposit Ticket!

The bank scans each Deposit Ticket. Do not fold your deposit ticket or it will not be readable for the bank scanning process.

The image shows a sample deposit ticket form with red circles and arrows highlighting key areas:

- 1:** University of Michigan Training Location (1111)
- 2:** MICR line (11111111)
- 3:** Currency line (20: 5403020059)
- 4:** Date
- 5:** Currency
- 6:** Checks base
- 7:** Total amount
- 8:** MICR line

Special Depository Situations – Accounts Receivable

Checks received by a department related to centrally processed accounts receivable invoices should be forwarded directly to the Accounts Receivable Office for deposit and correct application against the invoice.

Accounts Receivable Mailing Address:

3003 South State Street
5000 Wolverine Tower
1287

If a department is unsure of the sources of the invoice, they may contact Accounts Receivable at 734-647-1939 for assistance.

Special Depository Situations – Gift Processing

Cash & Currency Gifts

Do not send cash gifts to the Office of Gift Administration. Instead, deposit these gifts according to your department's procedure for depositing funds, and forward a copy of the following to Gift Administration:

- Online CRT Confirmation Page
- Completed Gift Processing Form
- Any related correspondence

Check Gifts

Forward checks received by your department with any related correspondence to the Development Office through a Development Office gift drop box. Drop boxes are located at:

- Lower level of the Michigan Union near the food court
- Hospital Cashier's Office
- North Campus University of Michigan Credit Union in Pierpont Commons

Stamp checks **For Deposit Only by the Regent's of the University of Michigan**, do not use your Department's Check Endorsement Stamp.

Special Depository Situations – P-Card Reimbursements

Checks received to reimburse P-Card activity or purchases (e.g., travel reimbursements) may be deposited with other checks. Steps to make these special deposits include:

1. Restrictively endorse the check with your Department's Check Endorsement stamp.
2. Prepare with the rest of your deposit checks.
3. Complete the online Cash Receipt Ticket with a unique line that contains details of the reimbursement in the Description box.
4. Include a printed copy of your Cash Receipt Ticket confirmation page with your P-Card Statement.

Note: Specific field information required for P-Card deposits are included in the step-by-step procedure for creating an online CRT.