

Bowdoin College Deposit Form Procedure

Purpose: To record cash and check or credit card deposits in the College's financial system.

Please note: Submit deposits of cash and checks on separate forms apart from any credit card deposit.

<i>Cash & Check/Credit Card</i>	Check one box at top of form indicating whether this is a deposit of checks and/or cash, or a credit card batch. NOTE: A separate form must be completed for each credit card batch settlement.
<i>Department/Organization</i>	The name of the department or student organization depositing the funds.
<i>Date</i>	The date the deposit is being prepared.
<i>Prepared By</i>	Printed name of person preparing this deposit.
<i>Signature of Preparer</i>	Signature of person preparing this deposit.
<i>Phone #</i>	Phone number of person preparing this deposit.
<i>Revenue Description</i>	Indicate the source of the funds being deposited -- such as "concert ticket sales", or "10 Polar Bear workshop registration fees @ \$5". The detail entered here should be what the budget manager of the account needs reported from the financial system. *** PLEASE DO NOT LIST INDIVIDUAL CLIENT NAMES. ***
<i>Account code #</i>	Valid, appropriate four digit account code.
<i>Project #</i>	Valid, appropriate six digit project number.
<i>Amount</i>	Total of amount of checks and cash or of credit card batch being deposited into the account code/project shown.
<i>Total Amount</i>	Total of all the amounts being deposited to all account codes and projects listed on the lines above. This number must also equal the cash/checks proof total, see below.
<i>Cash & Check Proof</i>	Total of proof must equal Total Amount, above. Attach adding machine tape or a legible, handwritten tally of checks.
<i>Credit Card Proof</i>	Subtotal by type of credit card. Total of proof must equal Total Amount from above.
<i>For Credit Cards Only</i>	Batch settlement number and date must be included on all credit card deposits. Only one batch settlement per form.

Upon completion of a deposit, attach supporting documentation (adding machine tapes of checks, credit card batch slips, or any relevant correspondence) and either forward via campus mail or deliver to the Cashier in the Controller's Office for verification and processing. **Do not send deposits containing cash through the mail; deliver those in person.** Incomplete or inaccurate deposits cannot be processed. Please be sure of the accounting details furnished, and that the funds being deposited equal the amounts shown on the deposit form. If a returned, receipted copy of this form is desired to be sent back through campus mail to the preparer for departmental records after the deposit has been processed, please provide the Cashier with two copies of the form when the deposit is submitted.

The Controller's Office is located in 212 McLellan, 85 Union St. Office hours are 8:30 a.m. – 5 p.m., weekdays.