Business and Finance Division

US Bank Departmental Deposits

Overview:

Departmental deposit process for submitting bank deposits directly to US Bank. Departments may request approval from the Treasurer's Office to make departmental deposits directly to US Bank. Once approved, the Treasurer's Office will provide US Bank Departmental Deposit slips and a "For Deposit Only" stamp.

Purpose:

For Saint Louis University currency, coin and check deposits submitted to US Bank Campus Branch.

Policies:

Please follow all cash handling policies. Cash handling policies can be found here: <u>Cash Handling Policy</u>

Making a Deposit at US Bank Campus Branch (cash and check deposits):

1. Process Departmental Deposits via Workday. You can access Workday by accessing the myslu.slu.edu tools tab and clicking on the Workday icon:



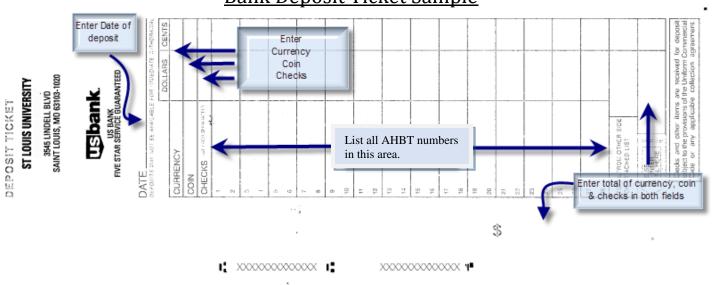
• In Workday, enter in the Ad Hoc Bank Transaction (AHBT) information. You can find the job aid for preparing and submitting an AHBT on the Workday homepage under the Job Aid & Video Library icon.

• Job Aid Title: Ad Hoc Bank Transaction – Departmental Deposits

- Print the AHBT confirmation for your records, if needed.
- 2. Complete US Bank deposit slip. (See sample below)
 - Enter date of deposit.
 - Enter currency, coin, and check totals only (as indicated on the AHBT memo line).
 - Enter the AHBT number on the deposit slip as indicated in the image below.

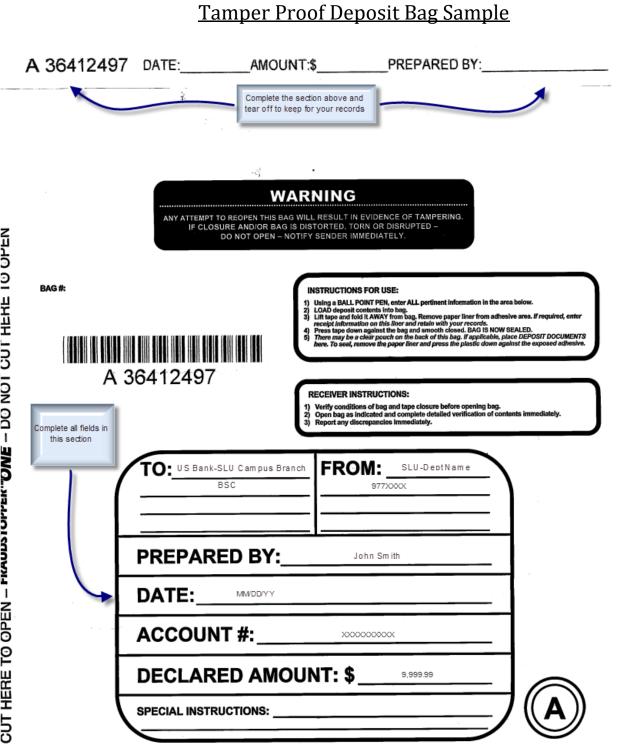
• Enter the grand total of the currency, coin, and checks.

Note: Use only bank deposit tickets with US Bank Departmental Deposits account name and number.



Bank Deposit Ticket Sample

- 3. Prepare Deposit Bag (see sample below)
 - Complete the top section of the deposit bag and tear off to keep for your records.
 - In the bottom yellow section, complete the following fields:
 - To: US Bank-SLU Campus Branch
 - \circ From: SLU, Department Name, and Phone Number
 - Prepared By: Preparer's Name
 - \circ Date: Enter date deposit was submitted to US Bank
 - Account #: Enter bank account number. The account number is the second set of numbers located on the bottom of your bank deposit ticket.
 - Declared Amount: Total amount of your deposit as indicated on the bank deposit ticket.
 - Place currency, coin and endorsed checks, along with bank deposit ticket in the bag.
 - Seal the deposit bag.
 - Your deposit is ready to be delivered to Medical Center Finance. Deposits less than \$500 cash can be hand delivered to Medical Center Finance. Deposits greater than \$500 cash must be delivered or escorted by Public Safety. Please call 7-2376 to schedule a pickup.



- 4. Ad Hoc Bank Transaction approvals
 - The Treasurer's Office will verify deposits at US Bank and approve in Workday.
 - Any discrepancies will be reported to the department.

Contact Information for the following services is listed below:

- Departmental Bank Deposit Request and Questions
- Ad Hoc Bank Transaction Access
- AHBT & Cash Handling Training
- Bank Supply Orders (Deposit Tickets and Endorsement Stamps)

Treasurer's Office Email: <u>sludeposits@slu.edu</u> Phone: 314-977-7073

• For US Bank Campus Branch questions:

BSC-Lower Level Phone: 314-533-1041