

US Bank Departmental Deposits

Overview:

Departments may request approval from the Treasurer's Office to make departmental deposits directly to US Bank. Once approved, the Treasurer's Office will assign a bank and bank account number to the University Department. Only the Treasurer's Office is authorized to set up bank accounts for transacting University business.

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 at <http://www.slu.edu/Documents/busfin/CashHandlingGuidelines.pdf>

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

1. Process web departmental deposit via Touchnet. You can access Web Departmental Deposits at <https://secure.touchnet.com/cas/login?service=https%3A%2F%2Fsecure.touchnet.com%2Fucommercecentral%2F>.
 - Enter deposit information. For more information on processing Web Departmental Deposits please visit http://www.slu.edu/Documents/busfin/Cashiering_Web_Departmental_Training_Manual.pdf
 - Print web deposit receipt.
2. Complete US Bank deposit slip. (see sample below)
 - Enter date of deposit.
 - Enter currency, coin and check totals only (as indicated on web deposit). You do not need to enter each individual check.
 - Enter web deposit receipt #(s). The web deposit receipt #(s) can be found on the web deposit receipt you printed after submitting your deposit through Touchnet.
 - Enter totals of currency, coin and checks.

Note: Use only bank deposit tickets with your department name and account number. Do not share your bank deposit tickets.

Bank Deposit Ticket Sample

DEPOSIT TICKET
ST LOUIS UNIVERSITY
 3645 LINDELL BLVD
 SAINT LOUIS, MO 63103-1020

usbank
 US BANK
 FIVE STAR SERVICE GUARANTEED

DATE: _____

DEPOSITS MAY NOT BE AVAILABLE FOR FEDERAL RESERVE CREDIT

		DOLLARS	CENTS
CURRENCY			
COIN			
CHECKS (BY CHECK NUMBER)			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
		TOTAL	

FROM OTHER SIDE ATTACHED LIST

Checks and other items are received for deposit subject to the provisions of the Uniform Commercial Code or any applicable collection agreement.

XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX

3. Prepare Deposit Bag (only required for deposits with cash or delivered to bank via Public Safety-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
 - From: SLU, Department Name and Phone Number
 - Prepared By: Preparer's Name
 - 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 your bank deposit ticket.
 - Place currency, coin and endorsed checks, along with white bank deposit ticket, and calculator tape(s) in the bag.
 - Seal the deposit bag.
 - Your deposit is ready to be delivered to the US Bank Campus. Deposits less than \$500 cash can be hand delivered to US Bank. Deposits greater than \$500 cash must be delivered or escorted by Public Safety. Please call 7-2376 to schedule a pick up.

Tamper Proof Deposit Bag Sample

A 36412497 DATE: _____ AMOUNT:\$ _____ PREPARED BY: _____

Complete the section above and tear off to keep for your records

WARNING

ANY ATTEMPT TO REOPEN THIS BAG WILL RESULT IN EVIDENCE OF TAMPERING.
IF CLOSURE AND/OR BAG IS DISTORTED, TORN OR DISRUPTED -
DO NOT OPEN - NOTIFY SENDER IMMEDIATELY.

CUT HERE TO OPEN - FRAUDSTOPPER™ ONE - DO NOT CUT HERE TO OPEN

BAG #:



A 36412497

INSTRUCTIONS FOR USE:

- 1) Using a BALL POINT PEN, enter ALL pertinent information in the area below.
- 2) LOAD deposit contents into bag.
- 3) Lift tape and fold it AWAY from bag. Remove paper liner from adhesive area. If required, enter receipt information on this liner and retain with your records.
- 4) Press tape down against the bag and smooth closed. BAG IS NOW SEALED.
- 5) There may be a clear pouch on the back of this bag. If applicable, place DEPOSIT DOCUMENTS here. To seal, remove the paper liner and press the plastic down against the exposed adhesive.

RECEIVER INSTRUCTIONS:

- 1) Verify conditions of bag and tape closure before opening bag.
- 2) Open bag as indicated and complete detailed verification of contents immediately.
- 3) Report any discrepancies immediately.

Complete all fields in this section

TO: US Bank-SLU Campus Branch BSC	FROM: SLU-DeptName 977XXXX
PREPARED BY: John Smith	
DATE: MMDDYY	
ACCOUNT #: XXXXXXXXXXX	
DECLARED AMOUNT: \$ 9,999.99	
SPECIAL INSTRUCTIONS:	



4. Verification and Approval of Deposit(s)

- Treasurer's Office will verify deposits to US Bank and approve in Touchnet.
- Any discrepancies will be reported to the department.

5. Viewing Online Deposit Transactions:

- Departmental deposit transactions may be viewed and printed via US Bank Singlepoint. This tool may be used to print deposit receipts and for reconciliation of deposits to Banner and Touchnet.
- Log in to US Bank Singlepoint at https://singlepoint.usbank.com/cs70_banking/logon/sbuser.
- User access must be requested via email to sludeposits@slu.edu and will be granted to Department users upon approval from Treasurer's Office.

US Bank Singlepoint Login Screen

usbank

SinglePoint®

Welcome to *SinglePoint**

Customer ID

User ID

Password

[Forgot your password?](#)

[Login](#)

[View our Terms of Use](#) [Go to Mobile SinglePoint](#)

Trusteer
on IBM Company [Download Trusteer Rapport security software](#)

Deposit products offered by U.S. Bank National Association. Member FDIC. [Learn more.](#)

- After logging into US Bank Singlepoint, select “Image Access” on the left toolbar.
- Step 1: Select DDA Transaction, All Types.
- Step 2: Select DDA Account (bank account #)
- Step 3: Select start date and end date for search criteria.
- Click Search.
- Transactions for the date range will appear. Select to view, print or save transactions for your records.
- For any discrepancies, please contact the Treasurer’s Office at 977-3701 or sludeposits@slu.edu.

SinglePoint You have 12 new LaunchPoint messages [Help with this page](#)

Select Image Access

Search For Images * = required field

1. Select Type of Transaction* (hold down the Ctrl key to select multiple types)

DDA Transactions: All Types, Checks, Credits/Deposits, Misc DR

Returns: All Types, Returned Deposited Items, Returned Redeposited Items

Advices: Advice

2. Select Accounts* (hold down the Ctrl key to select multiple types)
Select one or more DDA accounts or MICR accounts.

DDA Accounts: [XXXXXXXXXX]

3. Narrow your search using the following criteria
Enter as much information as you know in the fields below. To search by a single query instead of a range, enter it in the first field.

Date (mm/dd/yyyy) Start Date [] [12] End Date [] [12]
Note: if you do not enter dates, the search will default to the past 90 days.

Check Number From [] To []

Amount From \$ [] To \$ []

Sequence Number []

Store Number []

Search

Contact Information for the following services is listed below:

- Departmental Bank Deposit Request and Questions
- Web Deposit & Cash Handling Training
- US Bank Singlepoint Access and Questions
- Bank Supply Orders (Deposit Tickets, Tamper Proof Bank Bags, and Endorsement Stamps)

Treasurer’s Office
 Email: sludeposits@slu.edu
 Phone: 314-977-3701

- For US Bank Campus Branch questions:
 BSC-Lower Level
 Phone: 314-533-1041