



Agency Account

Deposit Procedures

1. **A Deposit Form must be completed for all deposits to Agency Accounts. Multiple deposits may be made on the same form but must be listed separately.**
 - a. **Enter Account number and name at top of form**
 - b. **Indicate deposit amount**
 - c. **Enter check number if applicable or write cash under check # if this is a cash deposit. (reminder, never send cash deposits through the mail. Bring cash deposits directly to the OAS offices)**
Attach separate sheet if necessary
 - d. **Identify from whom deposit was received**
 - e. **Specify the purpose of the deposit**
 - f. **Total the deposit (including any on separate sheet)**
 - g. **Please enter any notes or comments concerning this transaction**

2. **Only one of the following signatures is required for deposit transactions.**
 - a. **The Agency Account Manager, the assigned alternate of record, the Agency Account Manager's Supervisor, Chair, Dean or Vice President of record**
Only signatures authorized on the Agency Account Application will be honored.

3. **Forms should be submitted to the OAS Controller, Hunt College Union for processing.**

4. **Once OAS receives the completed deposit form, a minimum of 2 business days is necessary for processing.**



Agency Account

Deposit

Account # _____ Account Name _____

Amount	Check #	Rec'd From	Purpose
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____ Total Deposit (including any separate sheets)

** List items separately. All columns must be complete. Attach separate sheet if necessary.**
Reminder: Do not send cash through the mail. Bring cash directly to the OAS Office, Hunt Union, 2nd Floor.

Notes or Comments

Certification: I certify that this is a valid, allowable deposit and that I maintain proper documentation for this account:

Account Manager or Assigned Alternate Supervisor/Chair/Dean/VicePresident

** Only one signature is required for deposit transactions.**

* OAS USE ONLY *

Date Rec'd: _____ Date Deposited: _____ Processed by: _____