Effective immediately, a copy of the journal that shows the Departmental Approver workflow approval must be paper clipped to the tamper proof bag. Beginning on Monday May 6th, the Cashier’s Office will return all deposit bags that do not have a copy of the journal showing the Departmental Approver workflow approval to the submitting department.

The Department Approver is Step 1 in a three-step approval process. Student Financial Services is Step 2 (Intermediate Approver) and General Accounting is Step 3 (Final Approver). A sample of the approval section of the journal showing Departmental Approver is below:

Currently, some deposit bags are being submitted to the bank with extraneous documents that the bank must remove and shred, which is a cost to the University. Please follow the guidelines below when preparing deposit bags:

1. Tamper resistant bags must be purchased through the Cashier’s Office.
2. Remove all remittance advices or receipts from checks before placing them in the tamper resistant bag. Remittance advices/receipts do not go into the bag.
3. Restrictively endorse all checks with a stamp ordered through the Cashier’s Office.
4. Do not put credit card receipts into the tamper resistant bag.
5. Do not put university documents (journals, cash deposit summary forms) in the tamper resistant bag.
6. Place one original deposit ticket inside the tamper resistant bag.
   a. The deposit ticket must be the original
   b. Write the bag number on the deposit ticket
   c. There can only be one deposit ticket (and one deposit) per bag
7. When deposits are complete, the tamper resistant bag should have:
   d. Cash
   e. Checks (with no remittance advices, receipts, or other documents attached to them)
   f. Coin
   g. One original deposit ticket
8. Tamper resistant bags have a “remittance slip” that should be removed after checks are placed in the bag. This should be retained with other departmental records of deposits.