University of Houston cash deposit procedures are being updated to comply with SAM 03.F.04, §3.6, which requires that cash and checks be submitted for deposit in separate bank deposit bags. This policy requirement supports banking industry processing of deposits, which submits checks to the Federal Reserve and cash to the bank’s vault. Separating the deposits greatly reduces the possibility of errors that could occur where bank personnel are responsible for separating deposit items and creating new tickets on our behalf.

Effective Monday, April 22\textsuperscript{nd}, 2013: Cash and check deposit procedure changes are as follows:

- Separate deposit tickets must be prepared for cash and checks.
- Separate Deposit Summary forms must be prepared for cash and checks.
- A single journal can be prepared for both deposits if both will be sent for deposit at the same time, but separate BANK journal lines are required for each separate deposit ticket.
- Deposit bags will contain the cash OR checks and that deposit ticket.
- Deposit bags will have a copy of the Deposit Summary form and a copy of the journal attached. If the same journal is used for multiple deposit bags, a copy of the same journal can be attached to multiple bags.

Please contact Robbi Puryear in the Treasurer’s Office (713-743-8780, rpuryear@uh.edu) if you have any questions.