

Bursar's Office

Departmental Deposit Form Instructions

FORM – Departmental Deposit Form

Use: To deposit University funds at the Carbondale campus Bursar's Office and to post revenue to accounts.

Access: Access the form via the E-Forms web site (<http://www.eforms.siu.edu>), Adobe Reader 8.0 or higher must be installed on your computer.

Instructions: Complete using the following instructions: (Unless noted, all fields are REQUIRED.)

Header Information Section: Use this section to provide basic contact information.

- Department* Provide the name of the department in which the deposit is being made for.
- Prepared by* Provide the name of the individual completing the deposit.
- Phone* Enter the phone number of the individual completing the deposit.
- Mailcode* Enter the mail code of the department this deposit is for.
- Fiscal Officer* Enter the name of the Fiscal Officer for the department.
- Date* Enter the date the deposit was created.

Payment Information Section:

Indicate the amount to be credited to each accounting flex field distribution. Budget Purpose number and Object value are required. The other segment values are optional. (Budget purpose number values may be obtained from the AIS Web page or by contacting General Accounting.)

- Amount* Dollar amount to be deposited into each separate AIS account.
- Budget Purpose* Budget Purpose account to receive the deposit.
- Object* Object code related to the revenue.
- FY* Funding fiscal year.
- BP Title* Title of the Budget Purpose account being used.
- Description* Description of what the funds are for in this GL line.
- Notes* You can make any notes about the deposit here.

<i>Cash & Coin</i>	Insert the total amount of currency and coin.
<i>Check</i>	Insert the total amount of checks.
<i>Wire / Credit Card / Misc.</i>	Insert the total amount of wire transfer or direct deposits.
<i>Total</i>	Insert the total amount from currency and coin, check and wire transfer / direct deposits.
<i>Check No / Amount</i>	Enter the checks separately with amounts and check numbers.

Special Notes: Additional Receipt Requirements:

- All checks should be made payable to SIU, SIUC, or Southern Illinois University.
- **All checks should be restrictively endorsed “For Deposit Only” displaying the Budget Purpose and Object Code.**
- An adding machine tape should be attached to all check batches; a batch can be one to two hundred checks.
- If the deposit consists of both cash and checks, a tape should be included with the checks and another one with the cash.
- All funds collected should be deposited the next working day.
- All dollar amounts should be entered without the currency (\$) and three-digit grouping (,) symbols. These symbols will be inserted when you exit the field.

Routing: If no cash is involved the collection report and checks may be mailed to the Bursar’s Office, Mailcode 4704. If any cash is included with the collection report, it along with the cash must be hand delivered immediately to the Bursar’s Office.

DO NOT SEND REMITTANCE ADVICE and/or CHECK STUB with COLLECTION REPORT.

Payment system: If you create deposits on a regular basis, it is recommended that you get setup with our online depositing system. 2 forms need to be filled out and send into the Bursar’s Office in order to setup your account. Department setup form. [https://bursar.siu.edu/ common/documents/department-acct-request.pdf](https://bursar.siu.edu/common/documents/department-acct-request.pdf)
Employee access form. [https://bursar.siu.edu/ common/documents/employee-access-form.pdf](https://bursar.siu.edu/common/documents/employee-access-form.pdf)
Once received and setup, you will be contacted by the Bursar’s Office with instructions on how to use the new system.