



Deposit Guidelines

Incorporates Peoplesoft and CORE Systems

The University's Handbook of Operating Procedures Section [ADM 10-701](#) states that all funds received by the university are to be deposited at Bursar Office. Only departments authorized by the Executive Vice President for Finance and Administration can handle cash. Guidelines for "cash handling" departments are made available to those departments in a separate document.

Deposits (collection of funds) should be sent directly to Bursar Office (ESSL 1.200). If monies are received at the department, funds must be taken to Bursar Office immediately, or utilize the Drop Box located on the Southwest side of the Student Services Building.

For your deposits, departments are **required** to submit the complete Accounting Key Flexfield to ensure proper credit to accounts.

Please click on the [Current Peoplesoft Chart of Account Values](#) (refer to separate tab for each segment) list located on the web to assist you in populating your account.

Required Fields for Revenue Deposits:

The Accounting Key Flexfield (Peoplesoft name for account string) consists of the following:

- Ø Speed Type
- Ø Program Code
- Ø Account
- Ø Function (Default 999)
- Ø Fund
- Ø Department
- Ø Cost Center/Project
- Ø Amount

If the Drop Box is utilized, the department must place the funds in an envelope with the name of the department on the outside, along with the amount contained inside of the envelope. Deposit instructions must contain the complete Accounting Key Flexfield.

Required Fields for Reimbursement of Expense:

If funds are received as a result of a reimbursement for an expense previously paid by the university, the following information must be provided to Bursar Office. This credit will offset costs.

- Ø Speed Type
- Ø Program Code
- Ø Account
- Ø Function
- Ø Fund
- Ø Department
- Ø Cost Center/Project
- Ø Amount

Steps for all University Departments which invoice entities/individuals outside the University:

- Ø Funds are required to be mailed directly to Bursar Office.
- Ø The funds must be matched with the invoice. Departments who receive the funds will be required to provide Bursar Office with the invoice number to which the payment is to be applied.

It is mandatory to complete the Departmental Deposit coding slip (next page) when submitting deposits to Bursar Office. This process will ensure proper credit to your account.



**THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY
BURSAR OFFICE
DEPARTMENTAL DEPOSIT**

Date: _____

Department Name: _____ Dept. Representative: _____

Purpose of Deposit: _____

Use an attachment if more receipting lines are needed.

Complete this section for Deposit of Revenue (DO NOT use expense account codes beginning with a "5"): * Do Not enter dollar symbol

Account	SpeedType	Fund	Department	Cost Center	Function	Program Code	Project	Amount
					999			
					999			
					999			
					999			

Complete this section for Invoices # Only (Sponsored and Non Sponsored): * Do Not enter dollar symbol

Invoice #	Amount

Complete this section for Deposit for Reimbursement of Expense: * Do Not enter dollar symbol

Account	SpeedType	Fund	Department	Cost Center	Function	Program Code	Project	Amount

CASH: CREDIT CARD ACTIVITY (University Merchants Only): * Do Not enter dollar symbol

Currency		Coins		Debit Card Activity		Credit Card Activity	
\$1.00		.01		Master Card		Master Card	
\$5.00		.05		Visa		Visa	
\$10.00		.10		Discover		Discover	
\$20.00		.25					
\$50.00		.50					
\$100.00							
SUBTOTAL:		SUBTOTAL:		SUBTOTAL:		SUBTOTAL:	

TOTAL CASH:	
TOTAL DEBIT CARD:	
TOTAL CREDIT CARD:	
TOTAL CHECKS:	

Receipts No. _____

Cashier: _____