THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY
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 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 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.

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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*

Speed Type	Program Code	Account	Function	Fund	Department	Cost Center/Project	Amount
_____	_____	_____	**999**	_____	_____	_____	_____
_____	_____	_____	**999**	_____	_____	_____	_____
_____	_____	_____	**999**	_____	_____	_____	_____
_____	_____	_____	**999**	_____	_____	_____	_____

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

Invoice # _____   Amount _____

Invoice # _____   Amount _____

Invoice # _____   Amount _____

Invoice # _____   Amount _____

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

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

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

Currency	
$1.00	
$5.00	
$10.00	
$20.00	
$50.00	
$100.00	
SUBTOTAL:	

Coins:	
.01	
.05	
.10	
.25	
.50	
SUBTOTAL:	

Credit Card Activity	
Master Card	
Visa	
Discover	
SUBTOTAL:	

TOTAL CASH:	
TOTAL CREDIT CARD:	
TOTAL CHECKS:	

Receipts No. _____   **Cashier:** _____   Rev: 9/11/18