

# CASH MANAGEMENT POLICY DEPOSIT TRANSMITTAL FORMS

## Purpose:

To establish a University policy for departments and individuals with regard to the handling, receiving, transporting and depositing of *cash*. *Cash* includes currency, checks, money orders, credit/debit card transactions and any other tender types that are accepted by MSU Denver.

The Cash Management Policy described here applies to all MSU Denver departments or organizations that are submitting the Deposit Transmittal Form to the Office of Cashiering with payment for processing.

## Introduction:

This policy is effective as of July 1, 2015 and supersedes all previous cash handling procedures. All University departments, entities, and employees must adhere to this policy and incorporate this policy into their business practices and procedures. Historical practices shall not constitute justification for deviation from this policy.

## Policy Statement:

1. A receipt must be provided to the payer at the time of payment.
2. Safekeeping:
  - a. The department must ensure the safekeeping of cash during the day and overnight. For daytime use, cash registers or lockable cash boxes may serve this purpose. For overnight storage, use a safe with a combination lock, lockable fireproof file cabinet, or similar secure method and further locked in a secure desk, cabinet, or office.
  - b. Accessibility to cash registers or cash boxes must be limited to authorized staff, student employees, and student organization treasurers only.
  - c. If the department maintains a MSU Denver approved petty cash fund, petty cash must be kept separate from all cash receipts covered by this policy.
3. Timely Deposits:
  - a. Departments receiving cash receipts must reconcile currency and make deposits to the Office of Cashiering, located in the Student Success Building (SSB) Suite 140, within 1 business day of receiving payment.
  - b. Deposits must be hand-delivered to the Office of Cashiering. Deposits may never be sent by mail.
4. It is the policy of MSU Denver to be compliant with *The Payment Card Industry Data Security Standards (PCI-DSS)*. PCI-DSS outlines data security standards to protect cardholder data from loss or misuse. Failure to comply with PCI-DSS standards could result in fines and/or the loss of credit card processing abilities.

Due to the complexity of this standard, campus departments and organizations may no longer accept credit card payments unless they use a University approved cashiering system. Instead,

the Office of Cashiering offers an online storefront called eMarket to collect credit card payments. Please contact the Office of Cashiering at (303) 615-0071 for additional information.

### Deposit Form Instructions

1. Log onto <http://www.msudenver.edu/cashier/forms/> and open the "Deposit Form" link.
2. Depending on your department and the type of revenue you are depositing, open the appropriate tab.
3. Fully complete all 5 sections of the form:
  - a. *Identifying Information*
  - b. *Banner Distribution of Deposit*
    - i. There is room to accommodate multiple FOAPALs on each Deposit Form. Please use an additional form if your deposit exceeds the space provided.
  - c. *Sales Tax*
    - i. Visit <http://www.msudenver.edu/controller/resources/policies/> to determine whether or not you need to remit sales tax. If you are collecting sales tax, the *Sales Record Table* will automatically populate the *Taxable Revenue* section of your deposit.
  - d. *Deposits*
    - i. Please list each deposit by type in this section.
  - e. *Additional Deposit Information*
    - i. Please provide a brief summary of why you are receiving the money (i.e. I returned a computer purchased in Oct 2011 and the vendor sent me a refund, or I conducted a conference in April 2011 and charged \$10.00 for each attendee).
    - ii. Document Reference Numbers - A document reference number is needed if you make a deposit into an account that begins with "6" or "7". Document reference numbers can be found on the Banner Finance form FGITRND under the "Document" field. If you have any questions about this field, please call Accounting Services at (303) 615-0039.
4. Print 2 copies of the Deposit Form (if you are a Student Organization and need to submit a copy to Student Activities, please print 3 copies), attach your deposits, and submit to the Cashiering Office in SSB 140.

Sample Deposit Form for Non-Taxable Revenue:

**Metropolitan State University of Denver**  
**Deposit Transmittal Form for Non-Taxable Revenue**

Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Campus Box: \_\_\_\_\_

Dept. Representative: \_\_\_\_\_

Representative Email: \_\_\_\_\_

Office Location: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

Make Receipt out to: \_\_\_\_\_

Student ID (optional): \_\_\_\_\_

Select one: \_\_\_\_\_ Email receipt  
 \_\_\_\_\_ Will pick up receipt in Cashier's Office  
 \_\_\_\_\_ Send receipt via intercampus mail

**Banner Distribution of Deposit:**

Identifying Information

Fund _____	Fund _____	Fund _____	Fund _____
Org _____	Org _____	Org _____	Org _____
Acct _____	Acct _____	Acct _____	Acct _____
Prog _____	Prog _____	Prog _____	Prog _____
Actv _____	Actv _____	Actv _____	Actv _____
Loen _____	Loen _____	Loen _____	Loen _____
Total _____	Total _____	Total _____	Total _____

  

Fund _____	Fund _____	Fund _____	Fund _____
Org _____	Org _____	Org _____	Org _____
Acct _____	Acct _____	Acct _____	Acct _____
Prog _____	Prog _____	Prog _____	Prog _____
Actv _____	Actv _____	Actv _____	Actv _____
Loen _____	Loen _____	Loen _____	Loen _____
Total _____	Total _____	Total _____	Total _____

**Deposit Total**  
\$ -

**Deposit by Payment Type:**

Item	Transaction Details	Checks	Cash
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
<b>Totals</b>		\$ -	\$ -

**Additional Deposit Information:**

**Please provide a brief statement explaining why you received this money:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If you use an "Acct" above that begins with a "6" or "7" include document reference numbers from Banner:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Tender Total** \$ -

Deposits

Statement

Cashier Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Revised June 2015

Sample Deposit Form for Taxable Revenue:

Identifying Information

**Metropolitan State University of Denver**  
**Deposit Transmittal Form for Taxable Revenue**

Department: \_\_\_\_\_ Date Prepared: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Campus Box: \_\_\_\_\_ Make receipt out to: \_\_\_\_\_  
 Your Name: \_\_\_\_\_ Section: \_\_\_\_\_ Email receipt  
 Your Email: \_\_\_\_\_ Will pick up receipt in Cashier's Office  
 Office Location: \_\_\_\_\_ Send receipt via Inter-campus mail

**Deposit Form Instructions:**

- Make sure all applicable areas are filled out for Non-Taxable Revenue and/or Taxable Revenue.
- If your department sold food/beverages, taxable items, or rented out taxable items:
  - Use the appropriate "Loan" code in the Taxable Revenue section.
  - Fill out the Sales Record Table. This information will update the Taxable Revenue section under Banner Distribution of Deposit. If you need additional lines for the Sales Record, please visit <http://msudenver.edu/controller/inresources/forms/salestates>
- Add payment details in the Deposit by Payment Type section. Make sure the Deposit Total matches the Tender Total.
- Complete the Additional Deposit Information section.
- Bring 2 copies of all documentation to the Office of Cashiering, SSB 140, for processing.

**Banner Distribution of Deposit:**

**Non-Taxable Revenue**

Fund	Orig	Acct	Prog	Actv	Loon	Total

**Taxable Revenue**

**State and City Sales Tax**

Fund	Orig	Acct	Prog	Actv	Loon	Total

Colorado: 8900 25  
290 1

Deposit Total: \$ -

**Sales Record Table for Taxable Revenue**

Description of Sold Items	Sale Date	Price	Qty	Total Sale	CO Tax	DEN Tax	Total	CO Tax Exempt#	Entity Name
1				\$ -	\$ -	\$ -	\$ -		
2				\$ -	\$ -	\$ -	\$ -		
3				\$ -	\$ -	\$ -	\$ -		
4				\$ -	\$ -	\$ -	\$ -		
5				\$ -	\$ -	\$ -	\$ -		
6				\$ -	\$ -	\$ -	\$ -		
7				\$ -	\$ -	\$ -	\$ -		
8				\$ -	\$ -	\$ -	\$ -		
9				\$ -	\$ -	\$ -	\$ -		
10				\$ -	\$ -	\$ -	\$ -		
<b>Totals</b>		\$ -	0	\$ -	\$ -	\$ -	\$ -		

**Deposit by Payment Type:**

Item	Transaction Details	Checks	Cash
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<b>Totals</b>		\$ -	\$ -

**Additional Deposit Information:**

Please provide a brief statement explaining why you received this money:

Non-taxable revenue: \_\_\_\_\_

Taxable revenue: \_\_\_\_\_

If you use an "Acct" above that begins with a "E" or "T", include document reference numbers from Banner: \_\_\_\_\_

Tender Total: \$ -

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Revised June 2015

Banner Distribution of Deposit

Sales Tax and Sales Record Table

Deposits

Statement

## Directory

Department	Location	Campus Box	Phone Number	Website
Cashiering	SSB 140	3	(303) 615-0071	<a href="http://www.msudenver.edu/cashier">www.msudenver.edu/cashier</a>
Bursar	SSB 150	92	(303) 615-0070	<a href="http://www.msudenver.edu/bursar">www.msudenver.edu/bursar</a>
Accounting Services	SSB 320	98	(303) 615-0039	<a href="http://www.msudenver.edu/controller">www.msudenver.edu/controller</a>
Budget	SSB 310	65	(303) 605-5317	<a href="http://www.msudenver.edu/budget/">http://www.msudenver.edu/budget/</a>
ITS Help Desk	AD 475 WC 241	96	(303) 352-7548	<a href="http://www.msudenver.edu/msudenverhelpdesk/">http://www.msudenver.edu/msudenverhelpdesk/</a>
Student Activities	TIV 305	39	(303) 615-0606	<a href="http://www.msudenver.edu/studentactivities/">http://www.msudenver.edu/studentactivities/</a>
Auraria Police	AD 110 TIV 228	E	(303) 556-5000 or 911 from any campus phone	<a href="http://www.ahec.edu/about-auraria-campus/police-department-about-auraria/">http://www.ahec.edu/about-auraria-campus/police-department-about-auraria/</a>