Dealing with Payments & Cashiering

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Office of Finance

2019 edition

Overview

Today we will review:
- How cashiering transactions are managed
- Guidelines and Requirements
- Safeguards

REMINDER: The function of collecting money is monitored very closely by the Commonwealth!

Because of this:
- If you have responsibilities associated with collecting money for the University, you are required to take this class every 2 years.
- Annually – all individuals engaged in any aspect of credit card processing, transmission, or storage must review PCI Training, sign a Payment Card Security & Confidentiality Agreement Form, and submit all to the Office of Finance.
  - Submit To: PCI Compliance Specialist at PCI@odu.edu
- New Employee? New job responsibilities which now require you to handle money for the University?
  - PCI Training is required! Notify Sara Thum, PCI Compliance Specialist AND
  - Notify Delores White, Manager of Student Accounts
Terminology

- Funds
- Secure Facility
- Online Cashiering
- Offline Cashiering
  - Which are you?

Cashiers Office

ALL Cashiering Transactions performed by University Offices must be processed through the Cash Office in the Office of Finance
- Occurs even when a department is an online cashiering site
- Every department must adhere to all applicable State and University Policies & Procedures
- All billing activities are the responsibility of the Student Accounts Department
  - Some Auxiliary Services are exempt from this
- Only the Cash Office may deposit funds for the University!
Procedures for Accepting & Handling Funds

Check/Money Orders, Credit Cards, Cash, uStore

A Few Rules…

- **IMMEDIATELY restrictively endorse upon receipt - DATE REQUIRED!**
  1. Received in person? Endorse at the time of receipt.
  2. Received in the mail? Endorse at the time mail is opened.

- Checks/MOs will only be accepted if made payable to Old Dominion University
- NEVER alter a check! EVER!
  - NO additions, NO white-out!
- Post-Dated Checks must NOT be accepted!
- Checks/MOs should only be in US Dollars. No other should be accepted!
Credit Cards

MasterCard, VISA, & Discover accepted
- NO AmEx!

A Few Rules...
- **Safeguard ALL Credit Card Information!**
  - We must remain compliant!
  - Observe and Implement ALL PCI Compliance Standards
- **Use a Credit Card Machine?**
  - You MUST submit the ORIGINAL credit card settlement slip & credit card sales slip when submitting funds for deposit
- **No Credit Card Machine?**
  - You MUST use the Credit Card Payment Form to acquire card information and for fund deposits
- **uStore?**
  - Batch Settlement Reports generated from TouchNet must be submitted for fund deposits
  - Questions? Contact the Cashiers Office at cashiersoffice@odu.edu

PCI DSS
Payment Card Industry Data Security Standard

What is PCI DSS?
- Developed as a guideline to help organizations that process card payments & meet minimum levels of securities
- Identifies & Corrects vulnerabilities by ensuring appropriate levels of security are maintained

Who must comply?
- Any company processing, storing, or transmitting payment card data must be PCI DSS compliant or risk losing their ability to process credit card payments & being fined

How often?
- Merchants and payment card service providers must validate compliance annually
  - This is why we require annual training at ODU!!!

Not Compliant? Could result in:
- Significant Financial Penalties
- Loss of Reputation
- Litigation
- Termination of ability to accept Credit Cards
- Employee Termination and/or legal action
PCI DSS
6 Control Objectives and 12 Requirements

Build & Maintain a Secure Network & Systems
- Firewall Configuration to protect cardholder data
- No vendor-supplied defaults for system passwords used

Protect Cardholder Data
- Protect stored cardholder data
- Encrypt transmission of cardholder data across open, public networks

Maintain a Vulnerability Management Program
- Protect against malware & update anti-virus software and programs
- Develop & maintain secure systems and applications

Implement Strong Access Control Measures
- Restrict access to cardholder data by business need-to-know
- ID and Authenticate access to system components
- Restrict physical access to cardholder data

Regularly Monitor and Test Networks
- Track & Monitor all access to network resources and cardholder data
- Regularly test security systems

Maintain an Information Security Policy
- Maintain a policy that addresses information security for all personnel

Thank you,
ITS!!! 😊

How can you remain compliant?

- Always secure payment information
- NO end-user messaging!
  - Email, text, instant message, voicemail, etc.
- Never store the full 16-digit Credit Card Account Number
  - Redact all but last 4 digits!
- Never store expiration dates or validation codes
- Destroy any number combination used to process a payment immediately upon payment processing and authorization
  - Secure Destruction is required!
    - If secure destruction immediately after authorization cannot be assured, DO NOT collect CVV/CVC data!
    - Cross-Cut Shredding
    - Hole-Punching Number
    - NO BLACKING OUT WITH MARKER PEN!
- Restrict physical access to credit card information
- Keep anti-virus software updated
- Never enter card information on customer's behalf!
  - Advise them to access internet-enabled device of their choosing and do it themselves!
But BEFORE you can accept Credit Card payments...

Before a Department may accept credit card payment transactions for University-approved events, a Merchant Account must be established:

- Setup with the University’s merchant services provider under current contract
- To qualify:
  - Fund collection must be ongoing or at least annual
  - Department must have fiscal support to manage the payment card processing
  - Merchant Account Requests must be sent a minimum of 30 days in advance

How to establish a Merchant Account at ODU?

- ODU Merchant Request Form *BUD Approval and Signature required!
- PCI Training
- Payment Card Security & Confidentiality Agreement

Questions?!

PCI@odu.edu OR
Sara Thum, PCI Compliance Specialist at 683.5928/sthum@odu.edu OR
Karen Webb, Policy Analyst at 683.6274/kwebb@odu.edu

Cash

A Few Rules...

- Safeguard ALL cash at all times!
- Complete the ODU Official Revenue Deposit Form in its entirety and secure the form with the funds until the deposit is sent to the Cashiering Office.
  - This form must be completed DAILY for each day’s deposits
  - NOTE: Both Offline & Online sites should use this form.
- Departments should develop good internal policies to ensure compliance!
  - Internal policies must fall within Commonwealth & University Guidelines

uStore

uStore is a Credit Card payment site where customers pay via TouchNet

- Where to send Deposits? Or Have Cashiering Questions about uStore?
  - Cashier’s Office Email at cashiersoffice@odu.edu
- Interested in setting up a uStore Account?
  - Contact Urjita Dani, ITS at 683.3188/udani@odu.edu
State Comptroller mandates that all state agencies must deposit ALL funds collected **within 24 hours of receipt** of the funds.

**Exceptions:**
- Online Sites MUST transmit the funds to the Cash Office **within 24 hours** of receipt regardless of the amount collected, no exceptions.
- **FOR OFFLINE SITES ONLY!** - if you collect $200 or less and have an adequate secure facility to store the funds, you may deposit **weekly**.
  - Be sure to include funds collected from every budget code when calculating this $200 total!

**NOTE:** The Cash Office audits all deposits - noncompliance will be noted and Departments will be notified immediately.
Depositing the Actual Funds

**Accuracy is key!**
- Note complete information on Deposit Form
  - List both Organizational Budget Code and the Sub-Account Code
  - List name and phone number of contact person in your department
- Collecting Taxes? Be sure to account for them in Sub-Account 1055!
- Recovery of Service Funds? Be sure these deposit to the correct Recovery Sub-Account!
- Expenditure Reimbursement Funds? Be sure funds deposited to original Expenditure Sub-Account?
- Receive a check from an entity billed by AR? DO NOT DEPOSIT INTO YOUR OWN ACCOUNT! Must be credited to the billed entity. Call AR for details!

Deposit Compliance

- Verify proper endorsement
- Balance all Receipts and/or Cashiering Activity
- Prepare appropriate deposit form
  - Online/Offline: ODU Official Revenue Receipt Form
- Assemble all documentation
- Submit to Supervisor
- Lock ALL in secure, locked bank bag or locked, fireproof file cabinet

Contact Campus Police for Transport

- Contact Campus Police by 9:00am – Have your deposits ready to hand over **by 9am**!
- Officer will sign Officer’s Log declaring bag pickup/details and transport funds to Cash Office
- Banner Receipt created by Cashiering Office – this, along with bank bag, are returned via Inter-Campus mail
  - Departments should check own records against Banner Receipt for accuracy!
Departmental Billing

How to request Departmental Billing?

Generally – ALL billing activity is the responsibility of the Accounts Receivable Department
- Some Auxiliary Services are the exception
- ALL Departmental billing requests should be sent to Delores White, Manager of Student Accounts in memo-form

**Memo should contain:**
- Name/Address of Billing Agency
- Company POC (Name, Phone)
- **BIN** – REQUIRED!
- Description of Service
- Dates of Service
- Amount to be Billed
- Complete budget code/sub-account code
- Copies of all supporting documentation

**Incomplete requests will be returned without action!**
After the Request to bill is received, an account is created for the company and the charge is loaded as a Receivable to the account in Banner.

- Departmental Budget is then credited
- Invoice sent to company with instructions to send payment **DIRECTLY** to the Cashiering Office!
  - Remember - Cashiering Office makes ALL University deposits!
- Payments will be posted to the Company's Receivable account by Cashiering
- What if the entity does not pay?
  - Departments should assist to try to collect debt if AR requests assistance
  - AR will forward to collections
- **See Procedure 4-901 for details and complete process!**

Electronic Billing is used at ODU - called **eBills**
- Specific to Student Accounts

**Forms to Use**

Each may be found on the Office of Finance Website
[http://www.odu.edu/finance/forms](http://www.odu.edu/finance/forms)
ODU Merchant Establishment Form & Merchant ID Request Form

Payment Card Security & Confidentiality Agreement
Credit Card Payment Form

Only used when your Credit Card Machine is down!

ODU Official Revenue Deposit Form

Online & Offline Sites MUST use this form!
Departmental Billing Memorandum Request

It is requested that an invoice be prepared for billing (GRF 07/07).

VWR US 0001
2000 Research Parkway, Suite 100, Herndon, VA 22070
Tel: 703-524-0300
Fax: 703-524-0333

If you need any further information, please contact me at 908-4600.

Thank you.

Adjustment

Billing & Cashiering Procedures
Accounts Receivable/Cashiering University Policies

**Familiarize yourself with these policies!**
- **4-531** – uPay Deposits & Adjustments (revised February, 2017)
- **4-901** – Requesting Departmental Billing (revised May, 2017)
- **4-902** – Departmental Guide for Receipting and Transmitting Funds (revised March, 2017)

http://www.odu.edu/finance/policies-procedures

**General Reminders**

Where?
- Cash Office – 1st floor of Rollins Hall

Office of Finance Service Hours?
- 8am-5pm, Monday-Friday
  - Service Hours *may* be extended during peak times

Where to check for all forms, policies & procedures, and contact information?
- [www.odu.edu/finance](http://www.odu.edu/finance)

Contact Information regarding PCI Questions, Compliance, Credit Cards?
- **Sara Thum**, PCI Compliance Specialist
  - 683.5928
  - sthum@odu.edu

Contact Information regarding Cashiering?
- **Delores White**, Manager of Student Accounts
  - 683.6881
  - dwhite@odu.edu
  - cashiersoffice@odu.edu
Guess What?!

FINALLY

IT'S DONE

memeshappen.com

Questions?!
Credit Card Processing Rules

It is very important that all credit card information be safeguarded. Safeguarding credit card information is vital to ensure compliance with Payment Card Industry Data Security Standards (PCI DSS). All departments that collect credit card payments must ensure all staff members adhere to these standards.

Currently the University accepts MasterCard, Visa and Discover for departmental charges. Old Dominion University does not accept American Express for departments who collect charge card payments.

Before a department may accept credit card payment transactions for University-approved events, a merchant account must be established.

If you have any questions about this process, please contact the PCI Compliance Specialist at 683-5928 or Karen Webb, Policy Analyst, at kwebb@odu.edu.

Payment Card Industry Data Security Standards (PCI DSS)

Safeguarding credit card information is vital. The main purpose of Payment Card Industry Data Security Standards (PCI DSS) is to protect cardholder data by requiring mandatory data security standards for any business that processes, stores, or transmits cardholder data. All employees of the University who are involved in the accepting, processing, or reconciling of payment card transactions are required to comply with all payment card security guidelines.

Setting up a Merchant Account

In order to request a new merchant account, the collection of funds must be on-going or at least annually, and the department must have the fiscal support to manage the payment card processing. The request for a new merchant account must be submitted a minimum of 30 days prior to the date the department would like to begin accepting credit card payments.

All new merchant accounts are required to be set up with the University’s merchant services provider that is under current contract. The responsible party must adhere to the University policies and guidelines dealing with collection of credit card payments.

To establish a merchant account, the ODU Merchant Request Form must be completed and submitted to the Controller for review and approval. The form must be signed by the department head.

All individuals in the department that will be engaged in any aspect of the payment card processing, transmission, or storage must annually complete the following when hired, or as job duties change:

1. Review the PCI Training
2. Sign the Payment Card Security and Confidentiality Agreement form and
3. Submit the signed form to the PCI Compliance Specialist or Policy Analyst in the Office of Finance.

Departmental Deposits

All cashiering transactions performed by University offices must be processed through the Cashiering Office in the Office of Finance, even if the department posts transactions to Banner. Departments responsible for collecting money must adhere to all applicable state and University policies and procedures and are designated either off-line or on-line collection sites.

Full information about departmental deposits ➤
A. PURPOSE

Various departments at the University receipt funds and transmit to the Cash Office in the Office of Finance. This procedure is to provide guidelines to these departments. The University’s departments handling funds must be committed to strong internal controls of cash receipts to prevent the mishandling of funds, safeguarding against loss, and to ensure all funds received are deposited in the bank and appropriately recorded in the Banner financial system.

B. DESIGNATED STAFF

All departments receiving cash, checks/money orders, credit card payments, or other types of funds.

C. PROCESSING CYCLE

Daily or as funds are received.

D. REQUIRED RESOURCE MATERIALS

- Cash, checks/money orders or credit card settlements/detail report
- Supporting documentation for funds received/refunded
- ODU Official Revenue Deposit form
- Credit Card Payment Form

E. GOVERNING POLICIES AND PROCEDURES


F. CROSS REFERENCE TO OTHER PROCEDURES

4-901 – Requesting Departmental Billing
4/525 – Monitoring Departmental Compliance for Deposits
4/528 – Balancing a Cashiering Session
4/531 – UPAY Deposits and Adjustments

G. OTHER ODU OFFICES IMPACTED

Office of Finance: Cash Office
Campus Police

H. INVOLVEMENT EXTERNAL TO ODU

None.

I. PROCEDURE
OVERVIEW

All cashiering transactions performed by University departments must be processed through the Cash Office in the Office of Finance, even if the department posts transactions to Banner.

Departments can either be an on-line or off-line cashiering site. An on-line site receipts funds directly into the Banner financial system. An off-line site receives funds but cannot post the information directly into Banner; this will be performed by the Cash Office in the Office of Finance.

Bank accounts must not be established at the department level in the University’s name or any derivative thereof. Existing accounts must be closed and funds deposited in the University’s bank account, which includes both State and University funds.

I. Receipting of Funds

1. On-line sites:
   a. Collect money and maintain securely.
   b. Restrictively endorse checks/money orders with department’s date stamp the day checks/money orders are received.
   c. Include all credit card detail slips and settlement slips from the credit card machine
   d. Post payments in Banner.
   e. Balance funds to Banner; see Procedure 4-528 (Balancing a Cashiering Session).
   f. Fill out “ODU Official Revenue Form.”
   g. Supervisor must audit cash report; there should always be 2 different signatures.
   h. Safeguard funds in a locked environment.
   i. Contact campus police for transport daily before or by 9am.

2. Off-line sites:
   a. Collect money and maintain securely.
   b. Restrictively endorse checks/money orders with department’s date stamp the day checks/money orders are received.
   c. Include all credit card detail slips and settlement slips from the credit card machine
   d. Balance funds to receipts/source documents. See Procedure 4-528
   e. Fill out “ODU Official Revenue Form.”
   f. Supervisor must audit report; there should always be 2 different signatures.
   g. Safeguard funds in a locked environment.
   h. Contact campus police for transport daily before or by 9am.

3. Restrictively Endorse Checks/Money Orders:
   a. **ALL** checks/money orders received must be restrictively endorsed immediately upon receipt.
   b. Checks/money orders **received in person** must be restrictively endorsed **at the time of receipt**.
   c. Checks/money orders **received in the mail** must be restrictively endorsed **at the time the envelope is opened**.
NOTE:

All University offices responsible for collecting funds are required to have a stamp with the words "For Deposit Only," which must be used to endorse the back of all checks/money orders at the time the check/money order is received. The "For Deposit

ALL, Old Dominion University stamp should include the department’s name and MUST include the date for auditing purposes. Failure to include a date will result in a non-compliance letter being sent to the department. The date serves as verification that your department is promptly depositing funds. The Department’s helps to keep track of return checks and to quickly identify the department that took the check.

When restrictively endorsing checks/money orders, keep in mind that the amount of space available for endorsement on the back of the check/money order is restricted by the solid line to no more than 1½ inches from the top of the back of the check/money order. When ordering the For Deposit Only stamp, be sure to let the company know the purpose of the stamp and ensure that it conforms to banking regulations.

Notes:

a. Checks/money orders must be made payable to Old Dominion University or ODU in U.S. Dollars only.

b. Post-dated checks must not be accepted.

c. The University cannot accept third party checks.

4. Credit Cards:

1. The University accepts MasterCard, VISA and Discover credit cards (American Express is accepted online ONLY).

2. Credit card information MUST be safeguarded which is vital for compliance with Payment Card Industry (PCI) Standards. For those departments using a credit card machine, departments must submit the credit card detail slips and the "settlement slip" when submitting cash reports, ODU Official Revenue Deposit Forms. For those departments who do not use a credit card machine, they must use the Credit Card Payment Form when taking payments.
a. This form must be submitted via a locked bank bag and NOT via campus mail.
b. If a department keeps a copy, the CVC code and all but the last 4 digits of the card number must be redacted (rendered unreadable) on the departmental copy (one way to accomplish this is to hole-punch the numbers).
c. If the credit card is declined, the Office of Finance’s Cash Office will send a copy of the credit card form with no credit card information to the department stating the credit card was declined and reduce their deposit by this amount.

3. The CVV number (Card Verification Value) is a 3 digit number on the back of the MasterCard or VISA card (see example below).

**Back of Your Credit Card**
5. **Departments that collect credit card information MUST:**
   
a. Make sure the CVV number is being purged immediately after authorization. If secure destruction immediately after authorization cannot be assured, then **do not collect the CVV data.**
   b. If there is a business need to store name, credit card number, and expiration date, the credit card number must be rendered unreadable except for the last 4 digits and the information needs to be secured internally and securely destroyed when there is no longer a business need. The card number can be rendered unreadable by hole-punching; **simply blacking out with a marker is not acceptable.**
   c. Restrict access to cardholder data to only those individuals whose job requires such access.
   d. Physical security controls must be in place to prevent unauthorized access to facilities that house cardholder data.
   e. **Do not accept credit card information through e-mail.**

6. **Deposit Form:**

1. An ODU Official Revenue Deposit Form must be completed for each day’s deposit. This form can be found on the Office of Finance website under forms – **www.odu.edu/finance/forms.**
   
a. **ODU Official Revenue Deposit Form:**

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**Image:** ODU Official Revenue Deposit Form

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**Image Description:**

- **Department Name:**
- **Contact Person:**
- **ODU Extension:**
- **Date of Deposit:**

**BUDGET CODES**

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**Signature:**

- **Preparer’s Name Printed:**
- **Preparer’s Signature:**
- **Date:**

- **Reviewer’s Name Printed:**
- **Reviewer’s Signature:**
- **Date:**

**Department Comment:**
2. The following information is the minimum information required on the ODU Official Revenue Deposit Form:
   a. Department name
   b. Contact person
   c. ODU extension
   d. Date of deposit
   e. Cash
   f. Checks/money orders
   g. Charge (charge receipts or credit card payment forms – you MUST submit the credit card detail slips and the “settlement slip” of using a credit card machine)
   h. UPAY “touch net charges” – submit the credit card batch settlement form
   i. For Refunded amount indicate with parentheses (5.00)
   j. Overage or shortage amount
   k. Total deposit amount
   l. Budget codes to include fund and/or org, and account
   m. Description
   n. Amount
   o. For Refunded amount indicate with parentheses (5.00)
   p. Preparer’s name printed
   q. Preparer’s signature
   r. Date prepared
   s. Reviewer’s name printed
   t. Reviewer’s signature
   u. Date reviewed
   v. The Preparer and the Reviewer cannot be the same person

7. Deposit Frequency:
   a. All funds MUST be deposited within 24 hours of receipt of the funds.
   b. The only exception is if less than $200 is collected by an off-line site AND there is adequate safekeeping of funds, then the deposit may be made once a week or as soon as cumulative funds are greater than $200. Checks/money orders must be date stamped when received to ensure deposits are being made in a timely manner. Refer to Departmental Guide for Transporting Fund (4-902).
   c. Funds collected by on-line sites and posted to Banner must be transmitted to the Cash Office on the day after the date collected regardless of the amount collected.

8. Depositing Departmental Funds:
   a. When depositing funds to departmental budgets, it is important that the funds be deposited accurately. Correcting inaccurate deposits is time-consuming and can result in departmental budgets reflecting incorrect budget balances.
      a. When completing the ODU Official Revenue Deposit Form list both the org and account code.
      b. Be sure to list the name and telephone number of the person who should be contacted if the Office of Finance’s Cash Office has a question about the deposit.
c. If the funds being deposited are for recovery of services, they must be deposited to the appropriate recovery account. (Note: Do not use a pool account. Examples of pool accounts are 6999, 7999, 9899.) Recovery accounts can be either intra-agency (recoveries from within the University) or inter-agency (recoveries from outside the University, but within the state). Following is a list of recovery accounts:

- 5495 Inter Recovery-Cash Serv.
- 7104 Inter Recovery-Travel
- 5499 Inter Recovery-Cash Serv.
- 7109 Inter Recovery-Travel
- 5500 Inter Recovery-Travel
- 9601 Inter Recovery-Equip
- 5501 Inter Recovery-Travel
- 9802 Inter Recovery-Equip
- 5740 Inter Recovery-Serv Cols.
- 9804 Inter Recovery-Prop & Imp
- 5749 Inter Recovery-Serv Cols.
- 9805 Inter Recovery-Ph & Imp
- 6066 Inter Recovery-Sup & Mail
- 9806 Inter Recovery-Lease/Ful
- 6069 Inter Recovery-Sup & Mail

D. If the deposit is an expenditure reimbursement, you may deposit the funds directly back to the expenditure account code that was used for the original expenditure.

e. If your department is depositing funds into a budget code beginning with either a “5” or “6,” the deposit slip must be approved by one of the following staff members in the Office of Finance prior to being given to the Cashier’s Office:

- Donna Bean
- Thea Jones
- Vanessa Walker
- Linda Meyers
- Mary Deneen
- Deborah Swieczinski

f. If you receive a check from an entity billed by the University at your request, the check should NOT be deposited directly to your budget, since this can result in a duplicate credit. See procedure 4-901, Requesting Departmental Billing.

9. **Timely Transporting of Funds:**

1. On-line cashiering sites must prepare an ODU Official Revenue Deposit Form by the end of the work day for all activity recorded in Banner (even if funds on hand are less than $200).

2. Off-line cashiering sites must prepare an ODU Official Revenue Deposit Form and transmit funds to the Cash Office daily if funds exceed $200 or at least once a week if funds on hand are less than $200. All checks/money orders must be date stamped the day received to ensure deposits are being made timely.

3. Funds are transported to the Cash Office by campus police in a locked bank bag or by department personnel. All funds retained in the department overnight MUST be properly safeguarded against theft. The bank bag (containing the ODU Official Revenue Deposit Form with all funds collected, and supporting documentation to include departmental credit card payment forms and credit card settlement slips) should be locked and placed in a secure area (such as a safe or a locked fireproof file cabinet) until campus police can pick it up for delivery. (Note: Funds are never to be taken home by staff!)
4. Pickup and delivery by campus police: Departments must submit bank bags containing the ODU Official Revenue Deposit Form and funds collected on the business day after the date of collection. **Departments need to notify campus police before or by 9:00 am that a bank bag pick-up is required.** Campus police will come to the department and have a departmental representative sign when the bank bag is picked up. Campus police will deliver the bank bag to the Cashier’s Office. The cashier receiving the locked bank bag(s) from campus police will initial the log maintained by the campus police for each bag received. The bank bag will be returned to the department the next day via campus mail with the Banner receipt.

**NOTE:** Departments that collect money should have at least 3 bank bags.

5. Once the bank bag is returned with the Banner receipt, the department needs to review the Banner receipt to make sure that the org, account code, and amount agrees with the requested deposit. Any discrepancies need to be resolved immediately.

10. **At the End of the Business Day:**

   a. Verify that all checks/money orders have been restrictively endorsed.

   b. Restrictively endorse any checks/money orders not already endorsed.

   c. Balance the cashiering activity

   d. Prepare an ODU Official Revenue Deposit Form (2 signatures required).

   e. Assemble all supporting documentation – departmental credit card payment forms, credit card detail and settlement slip, checks/money orders, and or cash, etc. (If your department keeps a copy of the credit card information, make sure that the card number except for the last 4 digits and the CVC code is rendered unreadable.)

   f. Submit the completed signed ODU Official Revenue Deposit Form and all supporting documentation to the departmental supervisor or whoever has been designated to audit the deposit/cash report (must not be a student worker).

   g. The ODU Official Revenue Deposit Form must be audited to verify the accuracy of all totals and to assure that all supporting documentation is included. Once audited, the reviewer must sign the form.

   h. The ODU Official Revenue Deposit Form with all funds collected, and supporting documentation to include departmental credit card payment forms and credit card detail and settlement slips should be locked and placed in a secure area (such as a safe or a locked fireproof file cabinet) until campus police can pick it up for delivery to the Cash Office the next business day.

**Contacts:**

For questions regarding this procedure and/or practice contact the Director of Student Accounts 683-6881 or Cash Operations Supervisor 683-6846