

Texas A&M University-Commerce Sundry Receipt Check List

- A sundry receipt shall be written for all revenue received.

- Departmental deposits must:
 - include 11 digit FAMIS account number and four digit account control
 - include adding machine tape total for checks
 - include adding machine tape total for yellow sundry receipts
 - include yellow sundry receipt VOIDS in deposit
 - include student's social security number, CWID#, or non-student's driver's license number on checks
 - include departmental deposit stamp on all checks
 - include name and phone number of person preparing deposit

- Copies of sundry receipts are handled as follows:
 - Original (white) is given to the payer
 - Second copy (yellow) is included in cash deposit
 - Third copy (pink) remains in the receipt book
 - VOID (white) remain in the receipt book
 - VOID (yellow) is included in cash deposit
 - VOID (pink) remains in the receipt book

- Deposits are required the next working day whenever amount on hand reaches \$25 and at least once every three-business days regardless of amount.

- Persons transporting deposits in excess of \$2,500 must be accompanied by a security guard.

- Once a receipt book has been used, the book is returned to a Financial Services cashier for replacement.

- All receipt books (even if partially used) are returned to a Financial Services cashier for replacement at the end of each fiscal year (August 31).

- Each department will provide a written reconciliation of cash receipts and adding machine tape for each sundry receipt book when returning completed books to Financial Services.

I acknowledge I have read the above sundry receipt procedures by placing a ✓ in each box.

Signature

Department

Date