





**OLD DOMINION UNIVERSITY  
OFFICE OF FINANCE PROCEDURE MANUAL**

**Title: Departmental Guide for Receipting and Transmitting Funds**

**Procedure: 4-902**

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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 departmental stamp 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



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**4. 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

The image shows a scan of an ODU Official Revenue Deposit Form. At the top, there is a section labeled 'Cashier's Office Use ONLY'. Below this, the 'Cash: Department Name' field is filled with 'ODU Extension'. The 'Preparer's Name Printed' field contains 'James H. [redacted]'. The 'Preparer's Signature' field has a handwritten signature and an 'x' mark. The 'Date' field is filled with '10/20/2023'. The 'Reviewer's Signature' field has an 'x' mark, and the 'Date' field is filled with '10/20/2023'. The form also includes a table with columns for 'DESCRIPTION', 'AMOUNT', and 'BUDGET CODES'. The 'BUDGET CODES' column has a list of numbers: 4, 5, 6, 7, 8. The form is partially filled out with handwritten and printed information.

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4. Once the bank bag is returned with the Banner receipt, the department should review the Banner receipt to make ensure that the org, account code, and amount agrees with the requested deposit. ALL discrepancies will to be resolved immediately.
  
  5. Departments that are submitting a **USTORE/UPAY** deposit/refunds **ONLY**.
    - a. Fill out a deposit form for depositing into the budget.
    - b. Print batch settlement for verification of funds collected.
    - c. Review and Sign with two required signatures
    - d. Scan deposit along with batch settlement to