Procedures for Preparing Departmental Deposit Slips

Legibly complete the entire deposit slip including the total amount to be deposited, preparer’s name, phone number and campus box number. Always include two contact names (a primary and a back-up) and the phone numbers for each contact. Deposits are posted immediately upon receipt and the University Cashier’s Office requests immediate response for deposits that contain discrepancies.

Completely fill out the deposit bags and include the total amount on the bag.

Deposit bags should contain either cash or checks not both. Prepare a separate bag for cash and a separate bag for checks. Indicate on the deposit bag whether it contains cash or checks.

All checks must be endorsed/stamped with the speed type project code and if applicable the account number. For Deposit Only, the department name or NC State University are not sufficient endorsements.

Do not staple checks to deposit slips. Use paper clips or rubber bands.

Loose coins should be counted and placed in an envelope with the amount written on the front.

Submit two (2) copies of all supplemental information

Processed deposit slips will no longer be returned to you. Please take a copy of your deposit slip prior to making your deposit.

Any written changes on the deposit slips must be legibly initialed by the preparer.

Make sure both the written and the numerical check amount agree otherwise you will be required to come to our office to retrieve your documentation.

Make sure all foreign checks are in US dollars. (See Check Acceptance Procedures located on our website at https://treasurer.ofb.ncsu.edu/cashier/departments/departmental_deposit_slips.pdf)