

PROCEDURES FOR COMPLETING THE DEPOSIT TRANSMITTAL FORM

Purpose for the new form:

To ensure the documentation included with each deposit adequately describes the purpose for the deposit, the source of the payment and the correct account coding information. If the deposit is pulled for audit review there must be sufficient information included to clearly understand what type of activity generated the revenue or payment to the university.

Completing the form:

Contact information – please include a contact person who will have knowledge of the purpose of the deposit and can answer questions about the deposit should it be pulled for audit review.

Supporting Documentation Boxes (first two columns of transmittal) – You may choose to attach the supporting documentation to the transmittal form or to maintain the documentation in your department. Check the appropriate box for each item being deposited.

If you choose to maintain the documentation in the department please ensure that the **Description** field adequately explains the purpose for the deposit (i.e. the type of activity generating the revenue, reimbursement or refund).

Supporting documentation may be attached to the transmittal form. Adequate supporting documentation would include: check stub, copy of invoice or agreement or other information from the department or payer. If the supporting documentation does not adequately describe the purpose for the deposit, please add information in the transmittal description field to clarify.

Name – List each payer’s name individually. If there are several payers for one line item, indicate “multiple” in the Name column. There should be a separate deposit line for each type of activity (i.e. class fees, reimbursements, etc.).

Description – Include an adequate description that will identify the type of activity generating the deposit. Include a description of the type of event, program or fee and the fiscal year it applies to. If this is a refund or reimbursement, indicate the type of expense that is being reimbursed. You may use multiple lines in this field.

Accounting Information –

Project Grant Code –

Fill in this box if your Department ID has more than one project grant associated with it.

Org Code or Dept ID – The 10 digit alpha numeric code where you would like the payment to be deposited. **Only local and grant department Ids are allowed to have deposits.**

Account Code – choose the revenue or expense account that best matches the activity generating the deposit. Revenue accounts are used for activities that generate payments (i.e. ticket sales, class fees, services). Expense accounts are used for reimbursements or refunds of expenses paid by the department.

Chartfield 1 – Fill in this box if your department uses the Chartfield 1 application.

Choosing Revenue account codes - the list of frequently used revenue account codes is located on the Administrative Accounting website:

http://finad.boisestate.edu/aa/aa_acctcodes.shtml

There are two separate lists of revenue account codes – one for Educational departments and one for Auxiliary departments. Choose accounts from the list specific to your unit.

Refund or Reimbursement of expense – If the payment is a refund or reimbursement for a previous expense, the account code for the deposit should be the same account where the original expense was incurred.

NOTE: Deposits are not allowed in Appropriated Department IDs. **No Exceptions.** Deposit refunds or reimbursements related to appropriated expenses into a Local Department ID.

Do not deposit funds into payroll expense account codes. Contact Administrative Accounting for assistance.

Do not deposit employee overpayments. If an employee has been overpaid, contact the Payroll Office for instructions on how to handle the overpayment.

You may find a link to the new form and instructions on the Administrative Accounting home page:

http://finad.boisestate.edu/aa/aa_home.shtml

If you would like to customize the transmittal form or use an Excel version of the document contact Administrative Accounting for assistance.

For questions regarding completion of the transmittal form or what constitutes adequate supporting documentation, contact Administrative Accounting.