



## CHECK DEPOSIT PROCEDURES

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When checks are received in CSUSM Corporation Central, the Office Coordinator will date stamp the check stub and/or supporting documents. The original check will be placed in the safe, and a copy of the check and supporting document will be given to the Business Support Specialist.

The Business Support Specialist determines if it's a Foundation or CSUSM Corporation check, and advises the Coordinator; CSUSM Corporation checks will get endorsed on the back with the appropriate stamp. If there is no stub, the check copy will be date stamped. Foundation checks will be scanned and emailed to the Advancement Services Coordinator (ASC) at the Foundation. The unstamped check will be delivered to the cashier's office, and the ASC will notify the cashier's office of deposit instructions.

CSUSM Corporation checks will be scanned and saved on the appropriate online shared file (CSUSM Corporation Copies of Deposits & Checks). The Office Coordinator will also log the check information on the Incoming Check Log on the same shared file folder.

The Business Support Specialist will create a Deposit Slip, complete with the required Chart Field String, and make an additional copy of the deposit form. On a weekly basis, checks will be hand delivered to the Cashier's Office (Craven Hall) with original checks, accompanied by two copies of the deposit forms. At the Cashier's Office, one of the deposit form copies will be stamped "Received" and initialed by the Cashier's Office clerk. Upon return to CSUSM Corporation Central, the stamped copy of the deposit slip will be scanned and saved to the CSUSM Corporation Shared Drive in the same folder listed above.

NOTE: Any checks over \$20,000 MUST BE delivered to the Cashier's Office within one business day.