



COLORADO COLLEGE

Office of Finance & Administration
(719) 389-6693

14 E. Cache La Poudre St.
Colorado Springs, CO 80903

Welcome to the Colorado College Cashier's Office Spencer Center 1st Floor Room #116

Deposit Bag Information

The Cashier's Office accepts Departmental Deposits. It is important to note the following:

- All checks and cash **MUST** be presented in a sealed bag with a deposit slip.
 - *Please note that all checks ***must be*** endorsed using the endorsement stamp your department has before sealing them in a bag.*
- An information sheet (example provided below) is required to be attached to each bag. Please be sure you include your contact information, and FOAP information so that our office can receipt the Money to the proper account Fund, Organization, and Account. All three items (Fund, Account, and Organization) are required when turning in a deposit bag.
 - *You may list as many FOAPS as needed. Please breakdown the amounts needed for each FOAP listed.*
- Deposits are accepted during our regular office hours of 8:30am – 5pm. Any deposits made before 8:30am and after 5pm should be placed in the drop box located on the first floor of the Spencer Center. The drop box is on the corner wall outside of rm #116 (Look for the metal handle and sign).
- Please allow 2-3 business days for deposits to post.
- If you require additional supplies, please visit the Cashier's office in the Spencer Center Rm #116.



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Deposit Bag Instructions

1. Count Cash- Total Slip Attached (If you have Calculator Tape)
2. Count and Endorse Checks- Total Slip Attached (If you have calculator tape)
3. Fill out Deposit slip with amounts of currency and check totals (Example below)
4. The white bank deposit slip goes in the small slot on the deposit bag. The yellow slip is for your records.
5. Place the endorsed checks and cash in the larger slot of the deposit bag.

Front of Bag

6. On the front of the bag:
 - a. **Customer name** - The customer name is Colorado College
 - b. **Location #** - The location number would be your department
 - c. **Date**- The date is required please enter the current date
 - d. **Wells Fargo Bank**- Please leave this field blank.
 - e. **Total Amount Enclosed**- Please enter the total amount inside the bag (Please total cash and checks together). Please be sure to check the ‘deposit said to contain’ box to indicate contents of bag.

*Examples provided below

7. Place the CC deposit form on the outside of the bag. This form should contain all the pertinent information needed for the Cashier’s office to receipt your money accurately to the banner system.
8. **IMPORTANT:** If you are using an account number beginning with a “7”, these numbers must be approved **before** dropping your deposit off by our accounting team. Please contact Brian Cortez, Karen Tassej, and/or Susan Brickell for approval.



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Please be sure to make copies of the below. You may also download additional copies at the **Finance and Administration → Cashier's office → Departmental Deposit Form.**

Deposit Advice

Date: _____

Name of preparer: _____

Department: _____

** Entries to account numbers beginning with 7 must be approved by Brian Cortez, Karen Tassey or Susan Brickell before turning in to Cashier for processing

| Fund | Org | Account | Program | Activity | Description | Amount |
|----------------------|-----|---------|---------|----------|-------------|------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Deposit Total | | | | | | \$ _____ - |



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Below is an example of a filled-out Deposit Advice Form. **Please make sure any if you are using any account numbers that begin with a "7" to get prior approval before submitting deposit to cashier.**

Deposit Advice

Date: _____

Name of preparer: EXAMPLE

Department: _____

** Entries to account numbers beginning with 7 must be approved by Brian Cortez, Karen Tassey or Susan Brickell before turning in to Cashier for processing

| Fund | Org | Account | Program | Activity | Description | Amount |
|----------------------|--------|---------------|---------|----------|-------------|------------------|
| 123456 | 123456 | 123456 | | | | \$ 100.00 |
| 234567 | 234567 | 234567 | | | | \$ 200.00 |
| 345678 | 345678 | 789102 | | | | \$ 100.00 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Deposit Total | | | | | | \$ 400.00 |



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Deposit Slip Example:

**WELLS FARGO BANK, N.A.
COLORADO**

DATE _____
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL
INCLUDE: ADDING MACHINE TAPE LISTING

CNADDERK
20889998

| CURRENCY COUNT | |
|----------------|--------|
| X 100 | 500.00 |
| X 50 | |
| X 20 | 100.00 |
| X 10 | |
| X 5 | 25.00 |
| X 2 | |
| X 1 | 6.00 |
| TOTAL CURRENCY | 631.00 |

| | DOLLARS | CENTS |
|-----------------------|---------|-------|
| TOTAL CURRENCY | 631 | 00 |
| TOTAL COIN | | 49 |
| TOTAL FROM OTHER SIDE | | |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | 5245 | 00 |
| 6 | | |
| 7 | 1000 | 00 |
| 8 | | |
| 9 | | 49 50 |
| 10 | | |
| 11 | | |
| 12 | | |
| 13 | | |
| 14 | | |
| 15 | | |
| 16 | | |
| 17 | | |
| 18 | | |
| 19 | | |
| 20 | | |
| 21 | | |
| 22 | | |
| 23 | | |
| 24 | | |
| 25 | | |
| 26 | | |
| TOTAL | \$6925 | 99 |

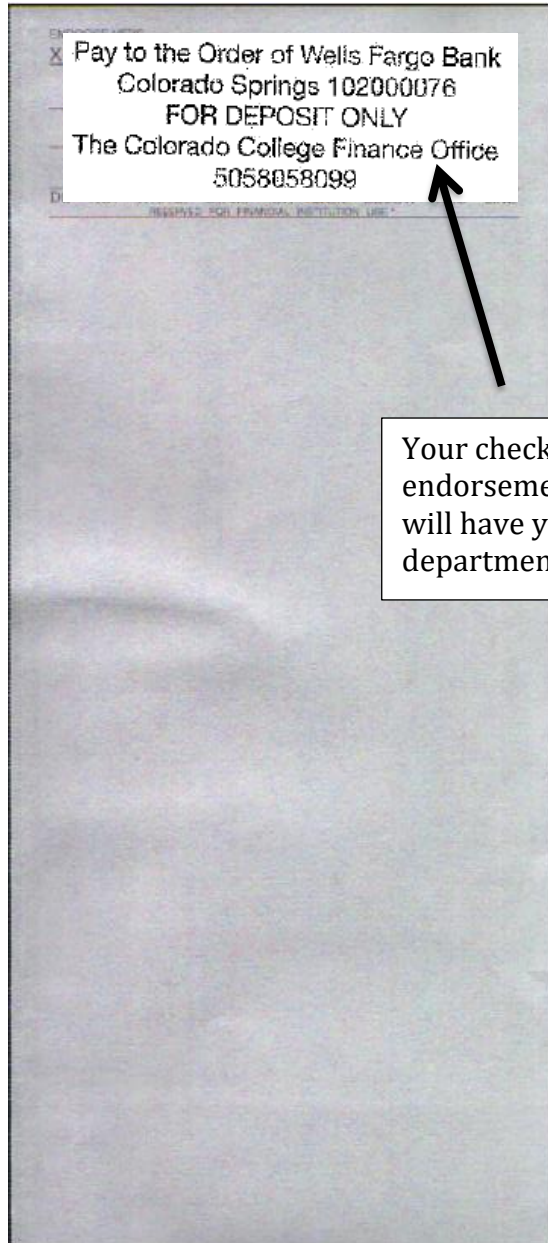
THE COLORADO COLLEGE
FUNDING ACCOUNTS PAYABLE
14 E. CACHE LA POUFRE ST.
COLORADO SPRINGS, CO 80903

⑆516300391⑆ 5058058099⑆

Example

TOTAL DEPOSIT \$6925.99

PLEASE ENTER TOTAL HERE





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Deposit Bag Example:

SEALING INSTRUCTIONS



FROM: Customer Name: COLORADO COLLEGE
 Location #: PUT DEPARTMENT HERE Date: _____

TO: **WELLS FARGO BANK**
 Location: _____

Deposit Said to Contain \$ ENTER AMOUNT

Deposit subject to later verification and adjustment.

CHECK ALL APPLICABLE → Deposit Contents: Currency & Coin (\$10 limit for coin) Checks

