



**DEPARTMENTAL DEPOSIT ACCESS REQUEST  
to the  
Bursar's I-Payment Screen**

**DEPARTMENT:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**CASH HANDLING AND DEPOSITS**

DEPOSITING FUNDS: Departments that collect revenue must make deposits to the Bursars Office, located in the Student Services Building 2nd floor. Collections on hand should not exceed \$500. A deposit should be made within one business day when collections exceed this amount. All other collections should be deposited with the Bursar no less frequently than weekly. Should collections include credit card payments, a deposit should be made the next business day regardless of the dollar amount. All credit card terminals should be batched at the end of each day and a separate deposit should be made for each card type (i.e. Discover, Visa/MasterCard, American Express). Conveyance of collections to the Bursar's Office will be the responsibility of the department.

**EMPLOYEE SIGNATURE AND DEPARTMENTAL APPROVAL:**

I have read and understand the Official Guidelines on University Deposits. I will be responsible for monitoring my accounts for inaccuracies and agree to notify the Bursar's Office of any errors or if there is any change in employment status. In addition, although I will have access to all transaction types established within my department, I will NOT create departmental deposits for any accounts of which I do not have proper authorization.

Printed name of Employee: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Email: \_\_\_\_\_

Department Fiscal Officer: \_\_\_\_\_

Fiscal Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_