

OSP Deposit Procedures

Effective April 16, 2012

DEPOSIT PROCEDURES WHEN TAKEN TO THE CASHIER'S WINDOW:

- OSP Cash Receipts Voucher (revised) plus two copies, attached to check and any backup.
- Bursar's Office will deposit into OSP holding account for daily deposits.
- OSP will process individual journal entries (JE) for each deposit and assess any applicable fees. The OSP receipt number will be referenced in the JE.
- The JE will be emailed to the department contact listed on the OSP CRV.

DEPOSIT PROCEDURES WHEN TAKEN TO OSP:

- The process will be the same as when on main campus. However, the Sponsored Programs Deposit Request form will no longer be used starting April 16th. The OSP Cash Receipts Voucher must accompany all deposits dropped off in OSP. The new form will be on the OSP website.
- When a deposit is brought directly to OSP, the funds will be deposited into the PID provided (as before).
- Department copy of OSP CRV will be held at the cashier's window for department to pick up.

NOTES:

- Any checks over \$50,000 should be received in OSP no later than noon to be deposited the same day. After noon, the check should be delivered directly to the cashier's window.