



# 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 1<sup>st</sup> Floor Room #116

### **Deposit Bag Information**

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

- All checks and cash **MUST** be presented in a sealed bag with a deposit slip.
- 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 9am-5pm. Any deposits made before 9am 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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### Additional information

The Cashier's office also accepts Student Account payments and summer deposits. Student traffic tickets and student parking fees are currently accepted in the parking office as well as the cashier's office.

Payment methods accepted in our office include:

- **Cash**
- **Checks**
- **Money Orders**
- **Traveler's checks**

Student payments are accepted during the hours of 9am-5pm Monday-Friday. Payments made outside of regular office hours should be placed in the drop box located on the 1<sup>st</sup> floor of the Spencer Center. Please allow 2-3 business days for payments to be posted. If you have any additional questions and information please contact [Gina.Davis@coloradocollege.edu](mailto:Gina.Davis@coloradocollege.edu) and/or 719-389-6698.



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## Deposit Bag Instructions

1. Count Cash- Total Slip Attached (If you have Calculator Tape)
2. Count Checks- Total Slip Attached (If you have calculator tape)
3. Fill out Deposit slip with amounts of currency and check totals (Example below)
4. All Checks MUST be stamped on the back with your “departmental endorsement stamp” (please see Administrative Assistant in your office for your specific office stamp). If you DO NOT have a stamp for your office, please email the Student Accounts office at [studentaccounts@coloradocollege.edu](mailto:studentaccounts@coloradocollege.edu) and we will order your department a stamp. Departments are allowed one stamp paid by the Finance Office. If a department loses or breaks their stamp they will be responsible for the replacement cost. The Student Accounts Office will place all orders for stamp replacements.
5. The white bank deposit slip goes in the small slot on the deposit bag. The yellow slip is for your records.
6. Place the checks and cash in the larger slot of the deposit bag.

## Front of Bag

7. 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

8. 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.
9. **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 Lori Cowan and/or Karen Tassej for approval.
10. PLEASE seal bag before your drop it off at the Student Accounts Office/Cashier’s Office. Thank you.

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.**



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Date \_\_\_\_\_

Name \_\_\_\_\_ Department \_\_\_\_\_

Reason for Deposit \_\_\_\_\_

## REMINDER

**Any ACCOUNT NUMBERS beginning with a "7" must be approved by Lori Cowan or Karen Tasey before turning into Cashier.**

<u>FUND</u>	<u>ORG</u>	<u>ACCT</u>	<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	\$ _____
				<b>TOTAL DEPOSIT</b>	\$ _____



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## Deposit Slip Example:

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

GN4DBK  
2088998

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

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		

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

⑆51630039⑆ 5058058099⑆

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		

*Example*

\$

6925.99

TOTAL DEPOSIT

TOTAL \$6925 99

PLEASE ENTER TOTAL HERE



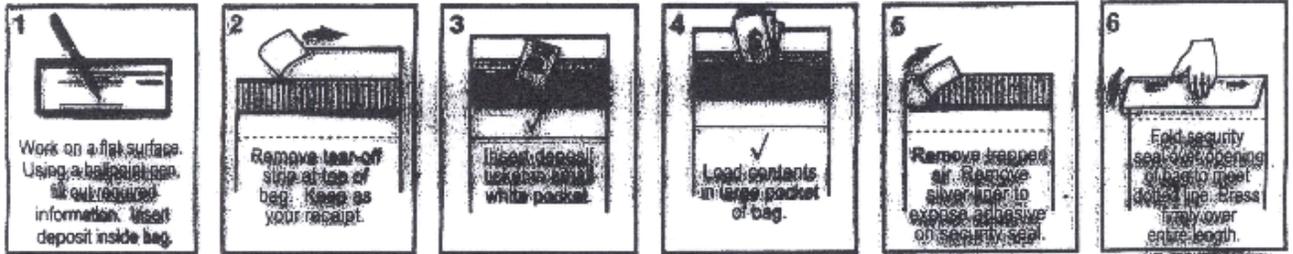
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## Deposit Bag Example:

### 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

