

## US Bank Departmental Deposits

### Overview:

Departmental deposit process for submitting bank deposits directly to US Bank. Departments may request approval from the Treasurer's Office to make departmental deposits directly to US Bank. Once approved, the Treasurer's Office will provide US Bank Departmental Deposit slips and a "For Deposit Only" stamp.

### Purpose:

For Saint Louis University currency, coin and check deposits submitted to US Bank Campus Branch.

### Policies:

Please follow all cash handling policies. Cash handling policies can be found here: [Cash Handling Policy](#)

### Making a Deposit at US Bank Campus Branch (cash and check deposits):

1. Process Departmental Deposits via Workday. You can access Workday by accessing the myslu.slu.edu tools tab and clicking on the Workday icon:



- In Workday, enter in the Ad Hoc Bank Transaction (AHBT) information. You can find the job aid for preparing and submitting an AHBT on the Workday homepage under the Job Aid & Video Library icon.
    - Job Aid Title: Ad Hoc Bank Transaction – Departmental Deposits
  - Print the AHBT confirmation for your records, if needed.
2. Complete US Bank deposit slip. (See sample below)
    - Enter date of deposit.
    - Enter currency, coin, and check totals only (as indicated on the AHBT memo line).
    - Enter the AHBT number on the deposit slip as indicated in the image below.

- Enter the grand total of the currency, coin, and checks.

Note: Use only bank deposit tickets with US Bank Departmental Deposits account name and number.

### Bank Deposit Ticket Sample

The image shows a sample US Bank deposit ticket for St. Louis University. The ticket includes the following fields and callouts:

- Header:** DEPOSIT TICKET, ST LOUIS UNIVERSITY, 3645 LINDELL BLVD, SAINT LOUIS, MO 63103-1020, USbank, US BANK, FIVE STAR SERVICE GUARANTEED.
- DATE:** A box labeled "Enter Date of deposit" with an arrow pointing to the date field.
- CURRENCY:** A box labeled "Enter Currency Coin Checks" with arrows pointing to the CURRENCY, COIN, and CHECKS columns.
- AMOUNTS:** A box labeled "List all AHBT numbers in this area." with an arrow pointing to the grid area where amounts are entered.
- TOTAL:** A box labeled "Enter total of currency, coin & checks in both fields" with an arrow pointing to the total fields at the bottom right.

### 3. Prepare Deposit Bag (see sample below)

- Complete the top section of the deposit bag and tear off to keep for your records.
- In the bottom yellow section, complete the following fields:
  - To: US Bank-SLU Campus Branch
  - From: SLU, Department Name, and Phone Number
  - Prepared By: Preparer’s Name
  - Date: Enter date deposit was submitted to US Bank
  - Account #: Enter bank account number. The account number is the second set of numbers located on the bottom of your bank deposit ticket.
  - Declared Amount: Total amount of your deposit as indicated on the bank deposit ticket.
- Place currency, coin and endorsed checks, along with bank deposit ticket in the bag.
- Seal the deposit bag.
- Your deposit is ready to be delivered to Medical Center Finance. Deposits less than \$500 cash can be hand delivered to Medical Center Finance. Deposits greater than \$500 cash must be delivered or escorted by Public Safety. Please call 7-2376 to schedule a pickup.

# Tamper Proof Deposit Bag Sample

A 36412497 DATE: \_\_\_\_\_ AMOUNT:\$ \_\_\_\_\_ PREPARED BY: \_\_\_\_\_

Complete the section above and tear off to keep for your records

## WARNING

ANY ATTEMPT TO REOPEN THIS BAG WILL RESULT IN EVIDENCE OF TAMPERING.  
IF CLOSURE AND/OR BAG IS DISTORTED, TORN OR DISRUPTED -  
DO NOT OPEN - NOTIFY SENDER IMMEDIATELY.

BAG #:



A 36412497

### INSTRUCTIONS FOR USE:

- 1) Using a BALL POINT PEN, enter ALL pertinent information in the area below.
- 2) LOAD deposit contents into bag.
- 3) Lift tape and fold it AWAY from bag. Remove paper liner from adhesive area. If required, enter receipt information on this liner and retain with your records.
- 4) Press tape down against the bag and smooth closed. BAG IS NOW SEALED.
- 5) There may be a clear pouch on the back of this bag. If applicable, place DEPOSIT DOCUMENTS here. To seal, remove the paper liner and press the plastic down against the exposed adhesive.

### RECEIVER INSTRUCTIONS:

- 1) Verify conditions of bag and tape closure before opening bag.
- 2) Open bag as indicated and complete detailed verification of contents immediately.
- 3) Report any discrepancies immediately.

Complete all fields in this section

<b>TO:</b> US Bank-SLU Campus Branch BSC	<b>FROM:</b> SLU-DeptName 977XXXX
<b>PREPARED BY:</b> John Smith	
<b>DATE:</b> MM/DD/YY	
<b>ACCOUNT #:</b> XXXXXXXXXXXX	
<b>DECLARED AMOUNT: \$</b> 9,999.99	
<b>SPECIAL INSTRUCTIONS:</b>	



CUT HERE TO OPEN - FRAUDS TOPPER ONE - DO NOT CUT HERE TO OPEN

#### 4. Ad Hoc Bank Transaction approvals

- The Treasurer's Office will verify deposits at US Bank and approve in Workday.
- Any discrepancies will be reported to the department.

#### **Contact Information for the following services is listed below:**

- Departmental Bank Deposit Request and Questions
- Ad Hoc Bank Transaction Access
- AHBT & Cash Handling Training
- Bank Supply Orders (Deposit Tickets and Endorsement Stamps)

Treasurer's Office

Email: [sludeposits@slu.edu](mailto:sludeposits@slu.edu)

Phone: 314-977-7073

- For US Bank Campus Branch questions:  
BSC-Lower Level  
Phone: 314-533-1041