Accounts Receivable
Jardine Hall, Room 201
316-978-3076
DEPOSIT FORM

- The Deposit Form is emailed to Advisor and Student listed on Safekeeping Account Request Form

- The Deposit Form needs saved and printed when needed.

- The Deposit Form is available to print at Jardine Hall in room 201 if needed.

- The Advisor, President and Treasurer must know the Fund # and Organization # assigned to the group. It is found on the Deposit Form and in the email
Safekeeping Deposit

Deposit

Within 1 to 3 business days of the event, membership drive or fundraiser, bring all money collected with your completed deposit form to Accounts Receivable, Room 201 in Jardine Hall

• To Prepare the Deposit:
  – Checks: make sure the amount written matches the numerical amount on the check.
  – Make sure all checks are signed. Please Stamp the back of checks (Advisor should have access to the Stamp in their Dept. If not, check one out at AR Rm. 201 Jardine Hall)
  – Run a calculator tape (or Excel sheet) of the checks amount for a total (add)
  – If you have a large amount of coins, they will need to be exchanged for bills. (Commerce Bank at the RSC will exchange your group’s change for bills)
  – For a Cash Total: Count the 20’s for a total, then 10’s total, and so on. Run a calculator tape (Excel sheet) of each denomination total (total amount of 20’s of 10’s) = the Cash Counted
  – Total deposit will equal the sum of the checks and cash.
  – Complete the deposit form, First Entry is the Total Deposit, then total cash on cash line and total checks on check line. Bring form and money collected, to Accts Rec Rm. 201 Jardine Hall, you will receive a receipt of deposit.
  – Or thru Campus mail (in locked bag). The Locked Bag is available for groups, make your request with Accounts Receivable in Room 201 in advance of the event.
  – Allow 2 business days for monies to show in SSB (Self Service Banner) or Reporting Services once the deposit has been made.
Safekeeping-FAQ

• How do I get a green locked bag?
  • Contact Accounts Receivable in Jardine Hall Room 201.

• Does our group need to be “recognized” with the University?
  • We encourage all student groups to work with the Student Involvement Office.

• Is there a partnership with SGA funding and safekeeping accounts?
  • Yes, SGA has asked that groups receiving SGA money to have a safekeeping account. They will use your Fund # and Org # to deposit your approved funds.
Where do I go for questions about my Safekeeping Account?

If you need any help, please contact us at:

📞 (316) 978-3076
📞 (316) 978-3333
📧 wsuaccountsreceivable@wichita.edu

1845 Fairmount St
Box 38
Wichita, Ks 67260

Our office is located in Jardine Hall, Room 201 on the second floor.

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Evening hours are subject to change, please call first - 📞 (316) 978-3076 - to verify.