Guide for Miscellaneous Deposits

Were the funds generated from an event/activity hosted by a University Dept. as part of their core/main function?

(see Note 1)

- Yes
  - Prepare a Cash Deposit Form using a revenue account code
    (see Note 2)

- No
  - Does the deposit offset an employee travel reimbursement coded to GL account 7158 in the prior or current fiscal year?
    
    (see Note 1)

- Yes
  - Prepare a Cash Deposit Form using the 7158 account code.
    (see Notes 3 & 4)

- No
  - Does the deposit offset an exact expense amount or a portion of an amount already posted in Banner for the current fiscal year?
    
    (see Note 1)

- Yes
  - Prepare a Cash Deposit Form using original expense account code(s)
    (see Notes 3 & 4)

- No
  - Prepare a Cash Deposit Form using a revenue account code
    (see Note 2)

Notes

Note 1: To determine the core/main function of a department, consider the business purpose and/or mission of the department. For Example: Admissions Dept. holds a career fair, Alumni Relations puts on an Alumni event.

Note 2: To spend funds deposited into revenue account codes, refer to the Budget Transfer Request Form (see example 3: Adjustment to Revenue Accounts)

Note 3: Please attach a Banner screen shot of the original expense(s) to the Cash Deposit Form.

Note 4: Please describe the situation in the “Additional Comments” section of the Cash Deposit Form.

Revised date: 10/23/13
If you have any questions, contact Financial Reporting at Ext. 67704
Or email: accounting@pacific.edu