



**Deposit Guidelines**  
**Incorporates Oracle and CORE Systems**

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The University's Handbook of Operating Procedures Section [8.6.6](#) states that all funds received by the university are to be deposited at Payments and Collections. Only departments authorized by the Vice President of Business Affairs can handle cash. Guidelines for "cash handling" departments are made available to those departments in a separate document.

Deposits (collection of funds) should be sent directly to Payments and Collections (SS 1.145). If monies are received at the department, funds must be taken to Payments and Collections immediately, or utilize the Drop Box located on the Northeast side of the Student Services Building.

For your deposits, departments are **required** to submit the complete Accounting Key Flexfield to ensure proper credit to accounts. **Please click on the [Current Oracle Chart of Account Values](#)** (refer to separate tab for each segment) list located on the web to assist you in populating your account.

**Required Fields for Revenue Deposits:**

The Accounting Key Flexfield (Oracle name for account string) consists of the following:

- Ø Fund
- Ø Funding Source
- Ø Organization
- Ø Project
- Ø Object Code
- Ø NACUBO

If the Drop Box is utilized, the department must place the funds in an envelope with the name of the department on the outside, along with the amount contained inside of the envelope. Deposit instructions must contain the complete Accounting Key Flexfield.

**Required Fields for Reimbursement of Expense:**

If funds are received as a result of a reimbursement for an expense previously paid by the university, the following information must be provided to Payments and Collections. This credit will offset costs.

- Ø Project
- Ø Task
- Ø Expenditure Type (E-Type)
- Ø Organization Name
- Ø Award Number (if project is associated with a sponsored grant)
- Ø Fund
- Ø Funding Source

Steps for all University Departments which invoice entities/individuals outside the University:

- Ø Funds are required to be mailed directly to Payments and Collections.
- Ø The funds must be matched with the invoice. Departments who receive the funds will be required to provide Payments and Collections with the invoice number to which the payment is to be applied.

It is mandatory to complete the Departmental Deposit coding slip (next page) when submitting deposits to Payments and Collections. This process will ensure proper credit to your account.



# THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

Payments & Collections Office

## DEPARTMENTAL DEPOSIT

Date: \_\_\_\_\_

Department Name: \_\_\_\_\_ Dept. Representative: \_\_\_\_\_

Purpose of Deposit: \_\_\_\_\_

Use an attachment if more receipting lines are needed.

### **Complete this section for Deposit of Revenue/Invoices (32 characters...do NOT use expense object codes beginning with a "5"):**

Accounting Key Flex Field: _____	or Invoice # _____	Amount: _____
Accounting Key Flex Field: _____	or Invoice # _____	Amount: _____
Accounting Key Flex Field: _____	or Invoice # _____	Amount: _____
Accounting Key Flex Field: _____	or Invoice # _____	Amount: _____

### **Complete this section for Deposit for Reimbursement of Expense:**

Project	_____	Amount	_____
Task	_____		
Expenditure Type	_____		
Organization Name	_____		
Award (Sponsored Project Only)	_____		
Fund	_____		
Funding Source	_____		

### **CASH:**

#### **CURRENCY**

\$	1.00	
	5.00	
	10.00	
	20.00	
	50.00	
	100.00	

<b>Subtotal</b>	
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#### **COINS**

.01	
.05	
.10	
.25	
.50	

<b>Subtotal</b>	
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#### **Credit Card Activity (University Merchants Only)**

MASTER CARD: \_\_\_\_\_  
VISA: \_\_\_\_\_  
DISCOVER: \_\_\_\_\_  
**Total Credit Cards:** \_\_\_\_\_

**Total Cash:** \_\_\_\_\_  
**Total Checks:** \_\_\_\_\_

**Receipts No.** \_\_\_\_\_

**Cashier:** \_\_\_\_\_