FY 2009-10

DEANS, DIRECTORS, DEPARTMENT CHAIRS, AND ADMINISTRATIVE OFFICERS

RE: June Cash Collection for Fiscal Closing 2009-10

This memo is a reminder for all University staff members in charge of cash collections to promptly deposit and properly record any cash, checks or credit card transactions received during fiscal year July 1, 2009 through and including June 30, 2010. Deposits must be made before the end of work day June 30, 2010.

✓ SCHEDULE AHEAD FOR DUNBAR PICKUP
To guarantee your Dunbar pickup, you must schedule ahead of time through the Campus Cashier Coordinator at extension 45333.

✓ MONEY RECEIVED BUT PURPOSE NOT YET IDENTIFIED
If funds have been received for which you cannot currently identify the purpose, please post the credit to the cash received undistributed account 4-116012, (must include 063009 in the SOURCE field). Once the purpose of the funds is identified, the funds will be transferred to the appropriate account. For further information, contact Jun Hu at extension 42870.

✓ DEPARTMENTS USING THE ONLINE DEPARTMENTAL DEPOSIT FORM (DDF)
Please be sure all deposits for FY 2009-10 have been picked up by Dunbar and processed using the online DDF system by June 30, 2010. Any DDFs processed after June 30th will be FY 2010-11 business. If you have any questions regarding the online DDF, please contact Administrative Main Cashier Office (AMCO), extension 45333.

✓ DEPARTMENTS NOT USING DDF
Cash or check deposits may be submitted to any other major cashiering station before the end of work day June 30, 2010.

✓ JUNE DEPOSITS IN JULY
If, for any reason, June cash receipts cannot be processed by June 30th; the collections must be accrued. Please send a copy of the backup documents for the June cash collections that posted in July to: General Accounting Cash Accruals MC 143348 by July 7 9:00 A.M.

We appreciate your cooperation in processing all cash promptly. Please contact General Accounting, Jun Hu at extension 42870, if you need further information.

Maaza Woldemusie
Manager, General Accounting