MEMORANDUM

Office of Accounting Services
143348

FY 2003-04

DEANS, DIRECTORS, DEPARTMENT CHAIRS, AND ADMINISTRATIVE OFFICERS

Re: June Cash Collection for Fiscal Closing 2003-04

This memo is to remind all University staff members in charge of cash collections to properly record and promptly deliver to an appropriate major cashiering station all cash, check and credit card transactions received through June 30, 2004. Because the fiscal year ends on June 30, it is imperative that all cash collected through that date be recorded for the 2003-04 fiscal year.

Cash received through Wednesday June 30, 2004, must be deposited with either the Administrative Main Cashier’s Office, Room 1125, Murphy Hall, or another major cashiering station, by 4:00 p.m. If, for any reason, June cash receipts cannot be delivered to a major cashiering station by that time, the collected payments must be delivered to a major cashiering station on Thursday, July 1, 2004, between the hours of 9:00 a.m. and 12 noon. Please contact Chi-Yu Tien, Campus Cashier Coordinator Assistant, at extension 56347 to arrange for Dunbar Armored courier pick up. These late deposits should be separated from the July collections by use of a separate Sub-Cashier Deposit Record, marked JUNE business. For those using the on-line Department Deposit Form (DDF) please be sure you have completed the deposit by clicking the ‘Set to Pending’ key showing that it is in “Pending” status before delivering the deposit to the Administrative Main Cashier. (If you are using the mainframe, press the F9 Commit key). Please note on your Batch Header that these receipts are ‘June Fiscal Close’. You may also deliver your “checks only” deposits to the Remittance Processing Center located at Suite 107, 10920 Wilshire Blvd. by 12 noon. Please be sure that all prior deposits have been posted as “Completed.” If you have any questions regarding the on-line Department Deposit process, please call extension 52201.

(If you have received funds for which you cannot currently identify the purpose, please forward those checks to the Remittance Processing Center located at Suite 107, 10920 Wilshire Center or contact Jackie Henderson at extension 43691 for further information. Once the purpose of the funds is identified, they will be transferred to the appropriate account. Please send a copy of all documentation to the Remittance Processing Center, attn. Jackie Henderson and retain a set for yourself.)

Your cooperation in processing your cash is appreciated. Please contact Adel Ibrahim at extension 40498 if you need further information.

Maaza Woldemusie
Manager, General Accounting