FY 2006-07

DEANS, DIRECTORS, DEPARTMENT CHAIRS, AND ADMINISTRATIVE OFFICERS

RE: June Cash Collection for Fiscal Closing 2006-2007

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, 2007. Because the fiscal year ends on June 30, it is imperative that all cash collected through that date be recorded for the 2006-07 fiscal year. Cash received through Friday, June 29, 2007 must be scheduled for Dunbar pickup through the Campus Cashier Coordinator at extension 56347 several days prior to June 29.

If funds have been received for which you cannot currently identify the purpose, please deposit the funds at your local main cashiers with a credit to the cash received undistributed account. Or you can forward checks to the Remittance Processing Center, attn Amy Felix, located at Suite 107, 10920 Wilshire Center. Please include a copy of any documentation and retain a set for yourself. Once the purpose of the funds is identified, they will be transferred to the appropriate account. Contact Amy Felix at extension 43690 for further information.

INSTRUCTIONS FOR THOSE DEPARTMENTS NOT USING THE ONLINE DEPARTMENTAL DEPOSIT FORM (DDF).
Cash or check deposits may be made at any major cashiering station. If, for any reason, June cash receipts cannot be delivered to a major cashiering station by June 29, the collected payments must be accrued as of June 30, 2007. Please send documents for cash accruals to General Accounting-Cash Accruals MC 143348 by 9:00 A.M. July 10.

INSTRUCTIONS FOR THOSE DEPARTMENTS USING THE ONLINE DEPARTMENTAL DEPOSIT FORM (DDF).
Cash only deposits may be made at the Administrative Main Cashier's Office (AMCO), Room 1125, Murphy Hall. Check only deposits may be delivered to the Remittance Processing Center (RPC) located at Suite 107, 10920 Wilshire Blvd. Please be sure you have completed the online DDF by clicking the 'Set to Pending' key showing that it is in "Pending" status before delivering the deposit to AMCO or the RPC. If your DDF is set to pending prior to June 30, the deposit will be posted to the 06-07 fiscal year as long as it has been delivered to either AMCO or RPC before July 5. Any DDF set to pending after June 30, will be fiscal year 2007-08 business. Please be sure to check that all deposits have been posted as "Completed" after the funds have been delivered. If you have any questions regarding the on-line Department Deposit process, please call extension 59194.

Your cooperation in processing your cash is appreciated. Please contact Meredith McDonough at extension 40399 if you need further information.

Maaza Woldemusie
Manager, General Accounting