RECEIPTS AND DEPOSITS

(1) Pre-numbered UA receipts should be issued for all money received that will be deposited into University accounts. Funds collected that will not be deposited into a University account may not have a UA receipt written acknowledging payment.

(2) University of Alaska cash receipt books will be sent to you by the Fiscal Technician upon request.

(3) Complete a receipt as soon as any money is received and give the white original copy to the payee. Keep all funds and credit card information received in a locked location. Revenue received and yellow copies of the receipts will be sent to the CES & SNRAS-AFES Business Office along with a completed Deposit Form where a final deposit form is completed and transferred along with the deposit to the UAF Business Office for Banner entry. The pink receipts left in the receipt books are retained by the issuing office.

(4) The Deposit Form (CES District, GBG, AFES-Palmer) and corresponding funds should be submitted to the CES & SNRAS-AFES Business Office every two weeks or when a maximum of $100 has been received, whichever comes first. This ensures that our customers’ checks are deposited as quickly as possible and minimizes the possibility of NSF checks. Checks should remain outstanding for a maximum of 40 days; the monthly timeframe of deposits allows very little time for the CES & SNRAS-AFES Business Office to process the deposits so timely submission is essential.

(5) If a workshop budget was submitted and approved, checks and receipts for workshops should be submitted with the Workshop Recap form to the CES & SNRAS-AFES Business Office as soon after the workshop as possible. Any checks received more than 21 days in advance of a workshop should be deposited prior to the event.

(6) When mailing in the Deposit Form send only checks and money orders. DO NOT SEND ANY CASH IN THE MAIL.

(7) Make sure that the money you have to be deposited is equal to your yellow receipts before recording anything on the form.

(8) Enclose a calculator tape showing that the total of the yellow receipts equals the TOTAL INCOME.

(9) When your deposit is ready to submit, please take a moment to put all of your yellow receipts in sequential order by their pre-stamped numbers. If you “VOIDED” any of your receipts, please write “VOID” in bold letters on the receipt and include the white and yellow receipts in your deposit. For each deposit, your receipts should be in sequential order and no receipts should be missing. It is not necessary to tear out each yellow receipt individually; they can remain intact in sheets of 3. It may be preferable for your office to designate one book for Workshop Receipts and another for Monthly Deposit Receipts.

(10) Please make a copy of the Deposit Form for your own records and then send the original to the CES & SNRAS-AFES Business Office along with the receipts and revenue.

(11) Please remember that all revenue collected during the month of June must be received by the CES & SNRAS-AFES Business Office and deposited prior to the end of June (end of the state fiscal year). Therefore, submissions for June should be made no later than the 23rd of the month.