



- x The Accountant hand delivers the deposit to a University Cashier and he/she will prepare the paperwork to send the deposit with the armored car service.
- x Deposits are picked up in the Professional Bug on Monday, Wednesday and Fridays. The armored car service delivers the deposit to the Bank of America vault in Los Angeles.  
Note The date of the deposit must be the date the checks are actually taken to the bank.
- x All DRLs are filed in the Accounting Office.

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Original documents are then sent to Accounting for payment. Accounting will date stamp documents upon their receipt and forward them to the ASI Treasurer for review and signature approval. Documents are returned to Accounting and the data is then entered into the accounting system for payment. When it is unavoidable to pay from an invoice copy, AP must verify against records that the invoice has never been paid. The invoice must then be stamped with the non-payment affirmation statement. The AP manager signs the signature line of the stamp.

ASI checks are prepared every Thursday. Paperwork must be submitted to Accounting by the previous Friday.

#### CREDIT CARDS:

Credit Card statements arrive once a month. Credit Cards are registered in the name of individuals and monitored by the Director. A Credit Card reconciliation should be filled out on the proper reconciliation form for each Credit Card statement received.

A copy of the invoice or receipt for each item MUST be attached to the reconciliation and statement. If a receipt is missing, a Lost/Missing Receipt Form must be filled out and attached to the reconciliation and statement.

The packet is then submitted to the cardholder for signature followed by the Director of Student Leadership and Development, ASI Treasurer, or University President for approval signature.