

January 1, 2011

Deposit with Credit to Expenditure Account Codes

Requirement and reasoning

- Requires special BAO Director's office approval.
- Additionally, SAS-Departmental Accounting runs reports to review these transactions.
- All expenditure account codes beginning with 1xxxx through 9xxxx.
- Why? Opposite of normal expenditure transaction, audit red flag.

Filling out the Miscellaneous Deposit Form

- Complete Miscellaneous Deposit Form as usual.
- Must reference the original Banner document number.
- Must go back to the original index and account code.
- Description format example: Reimb I0527780 Fed Ex refund
- Must attach explaining documentation, for example, memo, letter, credit memo, email, etc.

Making the physical deposit

- Make deposit as usual at the NH Lobby Departmental Services window.
- Do not deliver deposits directly to the BAO Directors office.
- You will receive a temporary receipt at the Departmental Services window.
- BAO has special back office procedures to obtain approvals.
- If there are any questions about the deposit, you will receive an email.
- Once the deposit has been approved and posted to Banner you will be notified by email.

Thank you for your assistance.