

LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Financial Services

AREA: Student Business Services and Treasury

Banking Procedures

MAPP 05.06.02

I. POLICY

- A. All Lamar University (LU) operating funds are to be deposited in a bank depository approved by the Board of Regents of the Texas State University System (TSUS).
- B. Each cashier prepares a deposit for the day's transactions at their station. The deposit is placed in the vault at the end of each shift. Departments should prepare their deposit daily and deposit at the Cashier's office.
- C. An armored car service designated by the depository bank is responsible for the transportation of all deposits to the bank.

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of the TSUS Depository Funds Policy and the TSUS Rules and Regulations, including, but not limited to, Chapter III.1.12 and III.6.3.

III. PROCEDURES

- A. A cash management employee appointed by the Assistant Director of Student Business Services prepares the bank deposit of cash and checks deposited at the Cashier's office from the previous day, each morning.
- B. All cashier deposits are verified for accuracy and combined as one bank deposit.
- C. Cash and check deposits are placed in a tamper proof bag that is picked up by the designated armored car service for deposit.
- D. The armored car service provides pictures of employees who will be picking up the deposits. Deposits should not be given to anyone not pictured.

IV. REVIEW AND RESPONSIBILITY

Responsible Party: Vice President for Finance and Operations

Review Schedule: Every three years on or before September 1

V. APPROVAL

Jeremy C. Alltop	07/28/2021
Vice President for Finance and Operations	Date

Dr. Jaime R. Taylor	07/29/2021
President	Date

REVISION LOG

Revision Number	Date	Description of Changes
1	11/05/2020 05/05/2021	Version created (11/05/2020). Final SME & Policy Coordinator review & revision before VPFO review (05/05/2021).
	07/29/2021	Version approved by President.