

# ARIZONA STATE TREASURER'S OFFICE

## DEPOSIT PROCEDURES

All deposits should include: a batch header, a GAO-505/605, any cash, checks, direct deposits or wires that pertain to the deposit. Please see below for the specific requirements for each of these items.

**Batch Header:** you may use pre-printed forms available through GAO or a photo copy of the form. The photo copy **MUST** be the same size as the form which is (4 ¼ x 5 ½ or the size of ½ sheet of 8 ½ x 11 paper). Please note that no copies of your batch header will be returned after processing.

**GAO-505/605:** these can be pre-printed forms available through GAO or printed from AFIS. Any exceptions must be pre-approved through our office. Please take special care if using NCR paper that your paper is loaded correctly as we will **NOT** separately validate the multiple pages. The forms must be submitted in duplicate for a validated copy to be returned to your agency. Again, any exceptions must be pre-approved through our office and we will not make photo copies if you send only one copy.

**Cash for deposit:** loose coins must be in a coin envelope (don't seal as we have to open it to count it) or rolled if enough to roll. The coin envelope, cash and deposit slips (white and 1 other colored copy) should be put into a letter envelope (you may use a larger 6x9 manila envelope or bank coin bags to accommodate larger amounts). Do not staple deposit slips together. Separate deposit tickets are required for cash and checks; make sure all information is legible on copies. (Contact our office if you are unsure how to deal with large amounts of cash or coin).

**Checks for deposit:** checks should be totaled and the adding machine tape must be submitted with the deposit slips (white and 1 other colored copy). Do not staple deposit slips together. Separate deposit tickets are required for cash and checks; make sure all information is legible on copies.

**Direct Deposit:** you must include the **ORIGINAL** validated receipt provided by the bank.

**Wires:** Include the bank page showing the deposit and date.

### **Other items for consideration:**

- All deposits must be input into AFIS prior to being brought to the Treasurer's office. The name and phone number of the preparer must be included on the GAO form so that we may contact them if necessary.
- Deposits for less than \$10 will not be accepted except at the end of the fiscal year to accommodate year end closing.

- Credit Card Portal transactions must be recomputed in AFIS, correctly dated, and you need to include copies of the bank pages showing the deposits and their dates.
- End of year deposits: deposits for monies that were deposited into the bank on or before June 30<sup>th</sup> must be recorded as a prior year transaction. Prior year deposits are accepted for a specified period of time after the end of the year (please refer to GAO's end of year memo). Prior year deposits **MUST** have a batch header date of 6/31/YY and the **effective** date for each item must be 6/31/YY or greater but less than 7/01/YY. Prior and current year transactions must be on separate batches. Please note that you may not use the same batch number for multiple prior year deposits, since the batch date **MUST** be 6/31/YY. Using the same batch header number won't make them unique in AFIS and they will reject.