DEPARTMENTAL DEPOSITS
Deposits must be deposited the next working day when amount on-hand reaches $200 dollars and at least once every three business days regardless of the amount.

SUNDRY RECEIPT BOOKS
Any time departments receive cash or checks, a sundry receipt must be issued to the payer. The only exception would be in the case where pre-numbered tickets are sold. Sundry receipt books can be obtained at the Cashier windows located in the BA building. Each sundry receipt includes an original, a yellow copy and a pink copy. The department needs to give the original to the payer, the yellow copy has to be attached to the departmental deposit, and the department needs to keep the pink copy in the sundry receipts book.

CHECK LOGS
Check logs: Departments that receive checks for deposit are required to prepare and keep a check log. The log must detail the check date, check number, amount, date of receipt, date of deposit and individual receiving the check. Also, a copy of the check log needs to be included with the departmental deposit. A suggested template can be found at the following link.
http://www.tamuc.edu/admissions/tuitionCosts/bursar/cashier/default.aspx

ENDORSEMENTS OF CHECKS
Departments are required to restrictively endorse the checks immediately upon receipt by using their departmental stamp. If a department does not currently have a departmental stamp, they can obtain one at the Cashier’s office located in the BA building.
DEPARTMENTAL INVENTORY
FY19 Inventory started in November. It is very important for each department to take the time to do a preliminary inventory check prior to when the actual inventory date. This is very helpful when an item has moved into a different office or location. If you can surplus items as you realize they are no longer needed, you can avoid it being on your inventory list.

PROCARD REMINDERS
Reports are due on the 10th of each month by 5:00pm. Make sure after submitting your report you click on “DETAILS—APPROVAL FLOW” to make sure your report is “In Account for Review” by the due date.

MANE MARKET REMINDERS
• When creating your requisition always verify the vendor address
• When making comments only send to invoices@tamuc.edu and not individuals
• When creating requisitions for Enterprise use the Object Code in addition to the Commodity Code
• Departments must date-stamp invoices when received and before attaching to orders.
• Invoices and comments to Accounts Payable should be attached to the PO, NOT THE REQUISITION – we are unable to process items in requisition stage.

Pay schedule for Mane Market documents are:
Invoices: Net 30
Contracts: Net 15
Reimbursements: Net 5

EMPLOYEE REIMBURSEMENTS
Under the Safe Harbor Rule, the IRS states a reasonable time should be established to substantiate expenses. The A&M System outside tax attorney has stated 90 days is considered a reasonable time. If the expense is substantiate/reimbursed outside of the defined safe harbor period, and then the reimbursement is deemed taxable to the employee. Individuals will have 90 days to turn in receipts so that reimbursements are not considered taxable income.