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Preparing the Deposit

In order to process cash deposits quickly and accurately, currency and coin must be properly strapped and wrapped. Currency straps, coin wrappers, endorsers/stamps can be ordered through most office supply vendors. Checks deposited should be accompanied by adding machine tape to insure proper credit.

Please follow these established guidelines.

Currency should be strapped as follows:

1's	in excess of	\$50.00	should be strapped in \$50 straps
5's	in excess of	\$100.00	should be strapped in \$100 straps
10's	in excess of	\$200.00	should be strapped in \$200 straps
20's	in excess of	\$500.00	should be strapped in \$500 straps

All straps should be verified twice, initialed/stamped with department name and dated. Anytime strapped currency is received, it should be verified and restrapped or initialed off so that it is clear where this currency originated.

Coins should be rolled as follows:

Pennies	in excess of	\$.50	should be rolled in \$.50 coin wraps
Nickels	in excess of	\$2.00	should be rolled in \$2.00 coin wraps
Dimes	in excess of	\$5.00	should be rolled in \$5.00 coin wraps
Quarters	in excess of	\$10.00	should be rolled in \$10.00 coin wraps

All coin wraps should be verified, initialed/stamped with the department name and dated.

Check Endorsement

A restrictive endorsement (i.e., specifying the "FOR DEPOSIT ONLY") should be applied as soon as practicable after checks are received. The following example is suggested:

FOR DEPOSIT ONLY
The University of
Georgia
(Name of Depositing
Unit)