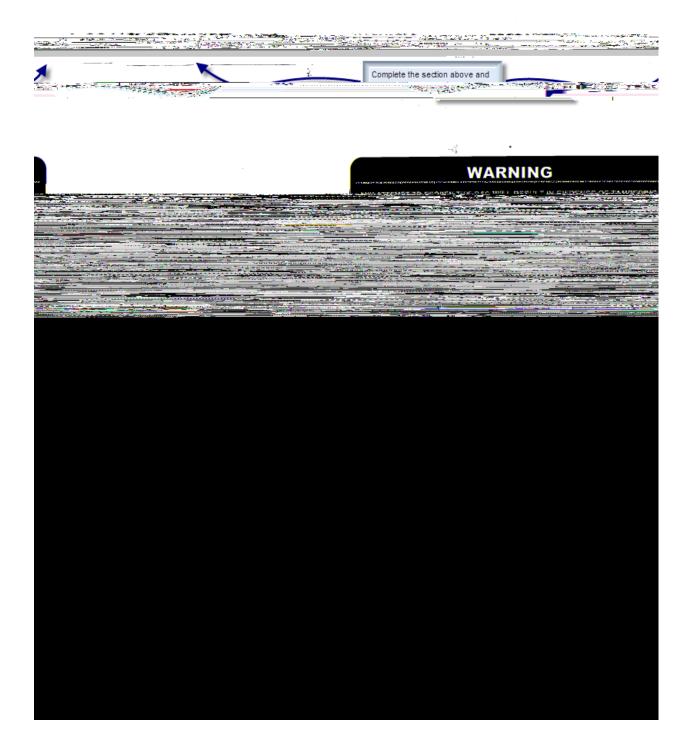


US Bank Departmental Deposits

Overview:

Departmental deposit process for submitting bank deposits directly to US Bank. Departments may request approval from the Treasurer's Office to make departmental deposits directly to US Bank. Once approved, the Treasurer's Office will provide US Bank Departmental D

Tamper Proof Deposit Bag Sample



- 4. Ad Hoc Bank Transaction approvals
 - The Treasurer's Office will verify deposits at US Bank and approve in Workday.
 - Any discrepancies will be reported to the department.

Contact Information for the following services is listed below:

- Departmental Bank Deposit Request and Questions
- Ad Hoc Bank Transaction Access
- AHBT & Cash Handling Training
- Bank Supply Orders (Deposit Tickets and Endorsement Stamps)

Treasurer's Office Email: <u>sludeposits@slu.edu</u> Phone: 314-977-7073

• For US Bank Campus Branch questions:

BSC-Lower Level Phone: 314-533-1041