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DEPARTMENTAL DEPOSITS

Cash Deposits
Proceeds from the sales and/or services provided by the units of Texas A&M Agrilife should be deposited daily and in accordance with Texas A&M System policy 21.01.02.

“...A department or unit, which collects nominal amounts of local income, is exempt from this daily deposit requirement, but must make deposits whenever the amount on hand reaches $500 and at least once every three business days regardless of the amount so that the fiscal office may make deposits in depository bank within seven calendar days of the original date of collection as required by Section 51.003, Texas Education Code.”

Accepted forms of payment include cash, check, money order, electronic funds such as ACH or wire transfers and credit cards. Immediately upon receipt, checks shall be stamp endorsed “For Deposit Only.” This stamp may be provided by Banking and Receivables office.

All deposit should be submitted daily through Ipayments. Combining tender types is not permitted. A separate Ipayment deposit file is required for each tender type for each business day. All Ipayment files require a back-up document uploaded within the file. This documentation is to support the deposit and must include the following: reason for deposit, receipt(s), redacted copies of check or a register identifying each check by number and amount.

Receipts
A receipt must be issued to the customer for all cash/check transactions. An Ipayments receipt is considered the official Texas A&M Agrilife receipt. If an Ipayments receipt is not available at the time of transaction, the receipt provided must be from a pre-numbered triplicate receipt book provided by Texas A&M Agrilife Banking & Receivables and assigned to the specific unit.

Receipts are to be dated the day funds are collected and signed by the employee receiving funds. Receipts should not be written for zero amounts.

Distribution of the triplicate copies should be handled as follows:
- Original receipt (white copy) is returned to the payer
- Duplicate receipt (pink copy) is sent to Banking & Receivables with deposit
- Triplicate receipt (yellow copy) remains in book and retained by the issuing unit

Voided receipts should be clearly marked “VOID” on all three copies, remain in book and retained by the issuing unit.

Receipt books may be requested by emailing bar@ag.tamu.edu. On campus units may pick up the receipt books in person or receive via campus mail. Off campus unit requests will be fulfilled and sent via FedEx to physical addresses only.

ACH/Wire Deposits
Funds electronically deposited into our bank accounts via the Automated Clearing House (ACH) are typically the result of a vendor’s request to establish Texas A&M Agrilife in their system to automatically receive electronic payments. International payments are not permitted through the ACH system.
Wire payments are funds moved electronically from one bank to another. These payments may be domestic or international.

All deposits should be submitted daily through Ipayments. Invoice payments received via ACH/wire must be processed by Banking & Receivables.

**Credit Card Deposits**

Units with a designated merchant number, website for orders or credit card terminal in the business office must process credit card deposits daily. All credit card deposits should be submitted through Ipayments unless otherwise handled via FAMIS upload process or other acceptable E-commerce method.

Only employees involved in the banking or receivables process should have access to credit card information. This includes but is not limited to restricting access to incoming mail or fax machines which might receive consumer credit card data.

All employees with access to cardholder information are required to sign and return a Cardholder Information Security Agreement (AG-218) to Banking & Receivables via Laserfiche or bar@ag.tamu.edu

Units depositing credit card funds via Ipayments must include the following information in their required back-up file; credit card batch summary report and external system report to confirm deposit amount. Any deposits that include refunds processed on the same merchant or terminal should be made for the **net amount** of the funds deposited. Failure to comply will result in the reversal of the incorrect deposit and the unit to resubmit the deposit for the correct amount.

**Deposit Preparation**

All cash and coin should be totaled and included in the cash portion of the unit deposit slip.

All checks and money orders should be grouped together, totaled, and included on unit deposit slip in an itemized fashion or with phrase ‘see attached’ and adding machine tape included. Confirm all checks are endorsed ‘For Deposit Only’ on back.

Deposits must be made on official Texas A&M Agrilife deposit slips which are specifically printed for each unit. Each agency’s bank account numbers will vary resulting in the need for a deposit book designated for each agency across the organization. The first three digits of the deposit slip identify the unit location number and the last four digits are a sequential deposit number.

The combined total of cash and checks must match the total receipts issued in deposit.

**Deposit Delivery**

*Hand-delivered Deposits*

All hand-delivered deposits should be made utilizing a single deposit bag provided by Banking & Receivables. These bags are pre-numbered and tamper evident. Deposits must be delivered to Banking & Receivables before 4:00 pm each day.

On campus deliveries must be made in person. No deposit should be sent via campus mail.
Deposits can be delivered to:
Administrative Services Building
AGSV - Building #1536
Banking & Receivables - 5th Floor
578 John Kimbrough Blvd.

Prior to submission to Banking & Receivables, record deposit bag number in deposit book to be retained by depositing unit.

Upon delivery to Banking & Receivables a receipt will be issued to unit for the deposit.

**Drop Box Deposits**
For all Bryan/College Station based units only.

To allow for proper segregation of duties, the employee receiving the funds should not be the employee issuing the cash receipt. The deposit may be prepared by either of these employees, but the entire process should involve a minimum of two employees.

Drop Box locations are as follows:
- Main Campus – MSC foyer next to ATM machine
- West Campus – Olsen Blvd in front of parking lot 74, next to Wells Fargo ATM

All drop box locations require a key to access the box. Keys must be checked out from TAMU Financial Management Operations – Banking at 979-458-4199. A location must be specified for all key requests. If key is lost or misplaced, the unit will be responsible for the cost of the replacement key.

Drop Box deposits are picked up by scheduled courier service. Please allow three business days for any deposits made at a Drop Box location. Deposits must be made by 7:00 am to guarantee same-day pick up.

**Mailed-In Deposits**
All deposited not hand-delivered should be sent via certified mail or through a traceable courier such as UPS, FedEx, etc.

Deliveries should be addressed and mailed to one of the following addresses:
Texas A&M Agrilife
Texas A&M Agrilife
Banking & Receivables
Banking & Receivables
PO Box 10420
2147 TAMU
College Station, TX 77842
College Station, TX 77843

**DFE – Deduct from Expense**
This transaction reduces an expense on a specific account which will increase the total account balance.

This type of transaction may arise from a duplicate payment to a vendor, an overpayment to a vendor, a refund or rebate from a vendor or other types of reduction to an original expense.
A DFE may only be credited against an existing expenditure. A DFE that is submitted against an expense that cannot be verified will not be processed and returned to the unit for correction.

To submit a DFE, unit must complete a Deduction from Expense Form (AG-211) and provide required attachments all to be dropped into Laserfiche (Work in Progress -BAR) or hand-delivered for processing.

Accepted attachments include:

- FAMIS screen 168 identifying the original expense to be credited
- Payment card expenses – a copy of FAMIS screen showing the transaction posting
- Departmental voucher – a copy of the departmental voucher identifying the original expense
- Receipt to customer for funds received

All funds submitted for DFEs should be processed through Banking & Receivables and not deposited within individual units.

**Forms**

*How to Complete the Deduct from Expenditure Form (AG-211)*

1. Select appropriate agency receiving funds
2. Reference original expense SL, SA and expense object code (EX:xxxxxxx-xxxxx-xxxx)
3. Reference original voucher number, Concur report key or invoice number in “Ref #”
4. Complete the description using terms that will explain the receipt of funds
5. Insert amount of funds received
6. Sign and date form

**DFI – Deduct from Income**

This transaction reduces the income in a specific account. The account balance is decreased by this transaction.

This type of transaction may arise from a deposit that was made incorrectly, a refund to a customer or an overpayment from a sponsor.

A DFI should be processed against the account that originally received the funds. A DFI that cannot be verified will not be processed and returned to the unit for correction.

To submit a DFI, unit must complete a Deduct from Income Form (AG-210) and provide required attachments all to be dropped into Laserfiche (Work in Progress-BAR) or hand-delivered for processing.

Accepted attachments include:

- Copy of invoice to customer
- Original deposit documentation
- A memo explaining the request for a DFI to further substantiate

All funds submitted for DFIs should be processed through Banking & Receivables and not deposited within individual units.
Forms

_How to Complete the Deduct from Expenditure Form (AG-210)_

1. Complete ‘Vendor Name’ as vendor receiving check/ACH funds
2. Provide description explaining why funds are being returned
3. Provide SL, SA, and revenue code from original deposit
4. Complete amount being refunded to customer
5. Sign and date form

PETTY CASH AND WORKING FUND ACCOUNTS

_PETTY CASH ACCOUNTS_

_Purpose_

A petty cash fund is to be used to make small unforeseen purchases necessary for the on-going operation of the unit. Petty Cash may be established with approval of the agencies CEO or designee for the purpose of making small disbursements for which formal expenditure procedures are not cost-effective or prudent for conducting state business.

_Establish, Increase or Decrease a Petty Cash Fund_

Any request to establish, a new or change limits to an existing petty cash fund shall be made in writing from the Unit head to the Director of the Texas A&M AgriLife Extension Service or Texas A&M AgriLife Research through the respective agencies Chief Financial Officer.

The request should include the following:

- Purpose of the fund
- Account to be used to establish or increase the fund
- Amount being requested with justification and
- Name of the primary custodian

Upon receiving approval BAR will prepare a DFI to generate the beginning or increased petty cash fund balance from the account indicated on the official request. A specific vendor ID will be established for the primary custodian as agent for both Texas A&M AgriLife and the unit. Any funds used to establish the petty cash account will not be available in a unit FAMIS account for the life of the petty cash fund.

_Accountability_

The primary custodian must ensure that the receipts, vouchers submitted for processing, and cash equal the current petty cash balance at all times. The cash should be secured in a safe or locking file cabinet with limited access.

Monthly, the primary custodian should perform a petty cash count and prepare Petty Cash Count form (AG-214) based on this count. This should remain in the unit as a part of the records for the specific petty cash fund.

Annually, a petty cash count should be made as of August 31st. The Unit Head, or their designee should sign this form and the original Petty Cash Count form (AG-214) should be submitted to Texas A&M AgriLife Banking & Receivables by the 5th working day of the new
fiscal year. Petty Cash Count forms are stored internally by the individual departments in which they are submitted. The individual performing this count must be someone other than the primary custodian.

If the primary custodian changes, prepare a Petty Cash County form (AG-214), have the previous and the new custodian verify the funds, and have the new custodian sign as the primary custodian. To complete the transfer of accountability, a memo documenting the transfer of the custodianship, along with a copy of the completed Petty Cash Count form, should be submitted to Texas A&M Banking & Receivables (BAR).

**Disbursements from Petty Cash Fund**

When funds are requested from the petty cash custodian, a receipt similar to the one shown below should be written documenting the date, who received the funds, the amount, and the purpose for which the funds were advanced. This may be a pre-printed purchased receipt or one that is created in the unit.

After the purchase has been made, the receipt for the purchase should be returned to the petty cash custodian, along with any change remaining from the amount originally disbursed. If the original amount disbursed changes, this change should be indicated on the petty cash receipt.

*Petty Cash Receipt Example*

```
<table>
<thead>
<tr>
<th>Amount:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received of:</td>
<td></td>
</tr>
<tr>
<td>These funds are advanced for:</td>
<td></td>
</tr>
<tr>
<td>Signed:</td>
<td></td>
</tr>
</tbody>
</table>

Petty Cash Custodian
```

**Reimbursements to Petty Cash Fund**

When the fund needs replenishing, the petty cash custodian should total all of the outstanding receipts and request a reimbursement voucher be issued.

Reimbursements are submitted in AggieBuy using a non-PO invoice and should include a copy of the petty cash receipt, invoices, and all related documentation. Reimbursements must be submitted at least monthly. It is best practice to submit after each transaction. It is suggested to use petty cash and the date as part of the invoice number in AggieBuy (ex: P/C 093021 or PC 093021).

The AggieBuy vendor used should be the same vendor used to establish the petty cash fund.

Upon receipt, the resulting check should be cashed by the custodian and the funds returned to the petty cash fund.

**Close a Petty Cash Fund**

If it is determined that an existing petty cash fund is no longer needed, submit the following to Texas A&M AgriLife Banking & Receivables (BAR):
• Total cash balance of fund
• Completed Petty Cash Count form
• Memo from Unit Head approving the return of the funds

All receipts must be submitted for reimbursement before the fund may be closed. The petty cash fund must be returned in its entirety (no unreimbursed receipts will be accepted).

Forms

How to Complete the Petty Cash Count Form (AG-214)
1. Select the appropriate agency
2. ‘As of’ is the date the funds are physically verified
3. In the ‘Cash’ column, complete the blanks with the actual cash on hand by currency type
4. In the ‘Vouchers submitted for processing’ column, complete with any vouchers submitted for reimbursement that have not yet been received.
5. In the ‘Receipts’ column, complete with receipts for funds that have been disbursed, but no reimbursement has been requested.
6. In the lower section of the form, ‘Cash’, ‘Vouchers Submitted’ and ‘Receipts’ appear again. This is equal to the subtotal from the sections above.
7. In the ‘Total’ column, enter the balance of the ‘Cash’, ‘Vouchers Submitted’ and ‘Receipts’. This number should be equal to the specific authorized amount for that petty cash fund.
WORKING FUND ACCOUNTS

Purpose

Working funds may be established with approval of the agencies CEO or designee for the purpose of making small disbursements for which formal expenditure procedures are not cost-effective or prudent for conducting state business.

A working fund is to be used to make small but unforeseen purchases necessary for the ongoing operation of the unit. This includes payments to vendors where it is not practical or feasible for the vendor to wait for the payment or circumstances preclude advance payment by voucher. Where possible, all such expenditures should be made using a payment card. All spot and emergency purchase requirements will apply to working fund expenditures. Under no circumstance should working funds be advanced for personal loans.

Texas A&M AgriLife Research working funds may also be used in circumstances similar to the following:

- Payment of salary or wages in the event payroll checks are not received on time. The amount paid in such a circumstance may not exceed net pay due the employee on that date. Net pay is to be verified with the Payroll Office.
- To pay temporary or wage employees for services already performed if the employees are unable to wait for payroll to be processed. An IRS form 1099 must be completed for such payments. This is submitted via AggieBuy as a reimbursement to the working fund as the reimbursement vendor. In order for this to be completed, the following information must be sent to the Disbursements office within 30 days of payment to the individual:
  - Vendor Name
  - Vendor Address
  - Vendor ID#
  - Voucher #
  - Tax Year
  - Account # (SL, SA)
  - Object Class Code
  - Amount
  - Paid Date
- To pay for contract labor if the contractor cannot wait for the payment by the voucher. Payment to agriculture labor contractors is authorized only under a signed Independent Contractor Determination /Agreement (Form AG-106). An IRS form 1099 must be completed for such payments.

Establish, Increase or Decrease a Working Fund

Any request(s) to establish a new or change limits to, an existing working fund account shall be made in writing from the Unit Head to the Director of the Texas A&M AgriLife Extension Service or Texas A&M Research through the respective agency’s Chief Financial Officer.

The request should include the following:

- Purpose of the fund and internal controls
- Desired amount
- Physical location of the fund
- Custodian name(s) and title(s)
- Departmental procedures for handling the fund

**Accountability**

Working funds are to be kept in a bank account separate from any other funds. This bank account must be established by Banking & Receivables (BAR) in conjunction with TAMUS Treasury.

Under no circumstance should a check be written from a working fund when the balance is insufficient to cover the amount.

Copies of signature cards should be obtained from the bank. One copy should be kept at the unit and one copy should be send to BAR. No update of the card is necessary unless authorized signatures change.

The Unit Head is responsible for the working fund and is authorized to sign the working fund checks. As a recommendation, another professional staff member should also be authorized to sign checks.

All working fund checks should be pre-printed and pre-numbered. The working fund check number and the sub-voucher confirming the receipt of the check should bear the same identification numbers.

Under no circumstance should a working fund check be issued payable to “CASH”.

**Reimbursement of a Working Fund**

The working fund should be reimbursed as soon as possible after the funds are issued from the working fund. Reimbursements are submitted in AggieBuy using a non-PO invoice and should include a copy of the sub-voucher, invoice, receipts, and all related documentation. Reimbursements must be submitted at least twice monthly but can be submitted after each transaction. It is suggested to use the working fund check number as the invoice in AggieBuy (ex: WF ck1234 or WF 1234).

The agency is exempt from paying Texas state sales tax. Texas state sales tax is not an allowable expense and working fund payments should not include this amount. A completed Texas Sales and Use Tax Exemption Certificate (State of Texas form 01-339) should be provided to the vendor to avoid sales tax being charged. If the vendor refuses to honor the Texas Sales and Use Tax Exemption Certificate, please contact Disbursements for additional processes.

Reimbursement of part-time wages for seasonal employees (Texas A&M AgriLife Research only) paid out of the working fund can be accomplished through either of the following methods:

- By using the Texas A&M AgriLife Research Wage Payroll Voucher Working Fund Reimbursement form, TAES Form 87-63 (need to link form, don’t know where form is), one check for the total amount requested will be returned with the regular payroll checks. The check will be made out to Texas A&M AgriLife Research and is to be deposited into the working fund.
• By placing the seasonal worker on payroll. When the payroll is received, the unit should verify that the full amount of the payroll check has been paid to the seasonal working through the working fund. After this determination has been made, the payroll checks may be deposited into the working fund as reimbursement.

Reconciliation of a Working Fund

Each month, the working fund shall be reconciled upon receipt of the bank statement. Working fund bank accounts should be set up on a calendar month basis to ensure that the bank statement covers one full month only and does not overlap any calendar months.

Working Fund Reconciliation Form (AG-216) should be used to complete the reconciliation. Outstanding checks, reimbursable sub-vouchers and irregular payroll checks should be itemized by number and corresponding amount. Outstanding items should be investigated and resolved, or adequately explained and documented within three months of first appearance. Any difference in the authorized balance and the actual balance of the fund should be immediately investigated and corrected. A person authorized as a signer on the working fund account should not complete the reconciliation.

Upon completion, the original form, AG-216, and a copy of the bank statement must be uploaded in Laserfiche (4.6.2) under each respective unit.

Year-End Reporting

To meet year-end reporting requirements, all expenditures must be reimbursed as of August 31. These reimbursements will receive special handling so as to have all working funds fully reimbursed at fiscal year-end.

Annual Review

At the end of each fiscal year, Administrative Services will review each working fund to determine if the working fund is still necessary or if it should be closed.

The review will include but is not limited to the following:
• The number, type of transactions and determine if using a payment card or other method of payment would be efficient.
• Obtain a list of all funds with locations, amounts and custodians.
• Look for issues such as shortages, overages, or outstanding reconciling items.
• Update signature cards (if any changes).

If it is determined that the working is no longer needed, then it should be closed in accordance with the procedures below.

Close a Working Fund (at Wells Fargo)
• BAR will have the bank transfer the funds to xx8855 (Research) or xx8863 (Extension).
• BAR will create a SCR 12 deposit to 020300-1125 (Research) or 021010-1125 (Extension).
• BAR will create a letter to Wells Fargo from the CFO requesting the account be closed.
• Written confirmation that the account has been closed is required.
• A copy of the confirmation will be sent to TAMUS Treasury Services for their information.

Close a Working Fund (not at Wells Fargo)

• The unit will need to issue a check payable to the agency for the balance of the working fund.
• This can either be sent to BAR via the postal service, be deposited at their local branch bank, or deposited via Desktop Deposit.
• BAR will create a SCR 12 deposit to 020300-1125 (Research) or 021010-1125 (Extension).
• The unit will need to verify that the account balance is zero.
  o The unit should request that the account be closed and ask for written confirmation.
  o BAR should send a copy of the confirmation to TAMUS Treasury Services to let them know the account has been closed.

Forms

How to Complete the Working Fund Reconciliation Form (AG-216)

1. Insert Unit name
2. Select appropriate agency code
3. Insert month for which reconciliation is being done (ex: September 2021)
4. Bank balance should be as of last day of reconciling month
5. Record any outstanding deposits which have not been submitted in the ‘PLUS: Outstanding Deposits:’ section
6. Record any outstanding checks which have not yet cleared in the ‘LESS: Outstanding Checks:’ section
7. Insert checking account balance as of statement date
8. Record any pending sub-vouchers not yet completed in the ‘PLUS: Reimbursable Items:’ section
9. Reconciliation should tie back to the original amount of the Working Fund. If this amount does not tie further research is required before submittal.
10. Ensure signatures for Preparer Name and Approver Name are obtained before submittal.
CONTACT INFORMATION

STAFF & AREAS OF FOCUS

Kristin Baggett – Financial Manager
- Customer Service
- PCI Compliance
- Unclaimed Property/Stale Dated Checks
- Ipayment Training (Agrilife employees)
- Wells Fargo Administration (Agrilife employees)

Tammy Bage – Financial Accountant IV
- Wire payments
- Federal Draw (ASAP)
- State Reimbursement Entries (USAS)
- Cost Recovery Deposits

Joseph Lammers – Financial Accountant IV
- Wire payments
- TouchNet, Flywire and Credit card fees
- Concur Travel/PCard Invoicing
- ZBA Journal Entries

Vacant – Financial Accountant, I
- First Call Ticketing System and General Customer Service
- Receipt Book Administrator
- Deposit Supplies
- TVMDL Payroll Deposits and TRS/TWC Entries

Terri Roeseler – Financial Accountant I, Research
- Deposits
- Corrections
- DFE/DFI
- Payroll Deposits and Monthly Benefits Entries

Ashley Jernigan – Financial Accountant I, Extension
- Deposits
- Corrections
- DFE/DFI
- Payroll Deposits and Monthly Benefit Entries

Student Assistants – Colby See & Riley Green
- Deposit Receipts
- Sort, Log, Distribute Incoming Mail/Checks
- Receipt/Deposit Book Distribution
- Document Scanning & Filing
FAQs

How to Request Deposit Books/Bags?
Send all requests for deposit books or deposit bags to bar@ag.tamu.edu.

For deposit books, which are specific to location and agency, include the following in the request: agency, location, 4-letter unit code and mailing address.

Acceptable mailing addresses include mailstop for on-campus requests or physical address for off-campus requests. No mail will be sent to PO Box.

Requests are generally completed within 24-28 hours.

How to Request a Receipt Book?
Send all requests for receipt books to bar@ag.tamu.edu.

For receipt books, which are only specific to agency, include the following in the request: agency, 4-letter unit code and mailing address. Each request is not complete until the signed acknowledgement form is received back to Banking & Receivables office.

Acceptable mailing addresses include mailstop for on-campus requests or physical address for off-campus requests. No mail will be sent to PO Box.

Requests are generally completed with 24-48 hours.

How to Request a Correction?
Send all correction requests to bar@ag.tamu.edu.

How to Request Ipayment Access?
iPayment access is granted by submitting a signed Ipayment Access Request Form (AG-259). This form should be submitted to bar@ag.tamu.edu.

Once Banking & Receivables receives and reviews the request it is forwarded to TAMU Financial Management Operations FMO for final processing.

Requests are generally completed within 24-48 hours in each office.

Upon receiving access granted email iPayment training will be required within 30 days to maintain access. Cash handling training will also be required if not already completed.

I cant’ get into Ipayments, What Do I Do?
Ipayments requires that an individual log in at least once every 30 days or the system will automatically lock the account. If you are receiving an “Authentication Error. Please enter password” your account is locked.

All requests to unlock iPayment accounts must be sent to bar@ag.tamu.edu.

Requests are generally completed within 24 hours. If this is an urgent matter please call 979.862.2245.