



August 20, 2018

TO: Texas A&M AgriLife – Business Administrators – On-Campus  
SUBJECT: Timeliness and Tracking of Deposits

Recently, Wells Fargo made changes to their pick-up processes on Campus. Deposits are no longer being taken to local depositories for processing. They are going to larger Wells Fargo processing centers. With this transition we have noticed an increase in number of deposits being delayed, credit to agency banks and an increase in the number of tickets being issued for tracking deposits.

The following steps will help with timely processing:

- **Do not combine agency deposits.** Be agency specific.
- Complete deposit slips (see deposit attachment for details) and include slip in the bag
- Mark the following in black marker on Deposit Bag:
  - Customer Name: Agency Name (Texas A&M AgriLife Research or Texas A&M AgriLife Extension Service)
  - Store Number: Units 3 Digit Location Number
  - Date
  - Deposit Prepared By
  - Deposit Account Number (the last four digits only- 4622 - Research or 4630 - Extension)
  - The Amount of the Deposit
- Maintain a unit log for all deposits and associated bag numbers that includes the date, amount, person that took the deposit to the drop box or bank. This information is essential for tracking purposes.
- Additional deposits slips may be ordered as needed. Send requests to [bar@ag.tamu.edu](mailto:bar@ag.tamu.edu).

Depending on unit volumes, below are options units may consider when processing deposits.

- Although units may certainly utilize the drop boxes on campus, drops may also be made at Student Business Services (there are two drop boxes at this location : The first one is outside of the GSC next to the FedEx Drop Box -grey box -Wellborn Road Side and the second drop box is located on the 2<sup>nd</sup> floor of the GSC in the Student Business Services Office) Deposits for both of these locations, are logged, and a manifest sheet is created for tracking purposes. Drop off time is before 3pm to be included on current business day's manifest log.
- Units have the option of going directly to any Wells Fargo Branch. By depositing at a local depository, a receipt can be obtained from the teller. This may be particularly useful for large sums of cash and coins.
- Panini Desktop Scanners can be used. This is the quickest and most secure way to get deposits to the bank.

Questions may be directed to Tammy Bage, Financial Management Supervisor, via phone 979-845-7220 or email [tammy.bage@ag.tamu.edu](mailto:tammy.bage@ag.tamu.edu) .