

Updated BGSU Deposit Processing Procedures

ALL University deposits will be processed at the following deposit dropoff locations. **Foundation cash deposits can also be processed at these locations (see step 4 under the Cash and Coin deposits section for details).** **Foundation checks** should be delivered to the Mileti Alumni Center – 136 N. Mercer Road.

- Ice Arena Administrative Offices
- Bowen-Thompson Student Union Green Room 227

These locations are equipped with a SafeCash for cash and coin deposits and a dropbox for check and credit card deposits.



SafeCash Access: Individuals that will be depositing cash and coins through the SafeCash will need to be setup by Treasury. Please contact Steve Macy (msteve@bgsu.edu, 419-372-9940) or Rachel Abbey (rabbey@bgsu.edu, 419-372-3909) for access to use the SafeCash. There is no additional setup to use the dropbox, so individuals that will only be depositing checks and/or credit card activity will not require access to a SafeCash.

Transact Access: Please contact brsrsystems@bgsu.edu for assistance with Transact. Please note that Cashnet was acquired by Transact and was rebranded as Transact Payments. Transact Payments is the cashiering system used by Bursar's Office.

Cash and Coin Deposits

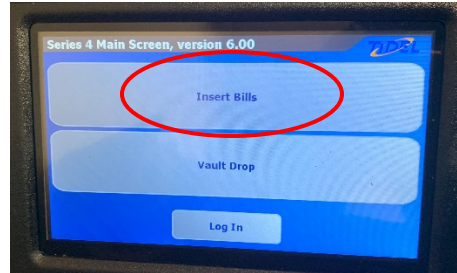
For **Foundation Cash**, take a print out to the Transact deposit to the SafeCash location and begin at Step 4.

Note: Rolled coins and large quantities of coins cannot be processed through the SafeCash. If you need to make a deposit of rolled coins or large quantities of coins, contact Treasury for assistance with these deposits.

1. Enter cash and coin as one deposit in Transact separate from check and credit card deposits. Point-of-sale (POS) users see instructions for reducing the check and credit card deposit by the amount of the cash and coin deposit.
2. Take print out of Transact deposit and cash and coin to your SafeCash location
 - Ice Arena Administrative Offices
 - Bowen Thompson Student Union Green Room 227

3. Deposit cash through the bill acceptors on the Safe Cash – **only UNIVERSITY cash should be processed through the bill acceptors**

- Select “Insert Bills” from the SafeCash display screen



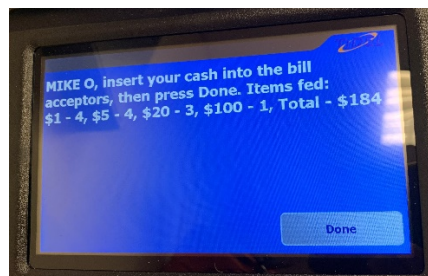
- Enter your assigned PIN code and select “Enter”



- Insert bills using both bill acceptors (each feeder will accept up to 30 bills at a time). Unfit (old and/or worn) bills may need to be placed in the bill acceptors multiple times before they are accepted. To deposit unfit bills that are not accepted by the bill feeders refer to step 4.

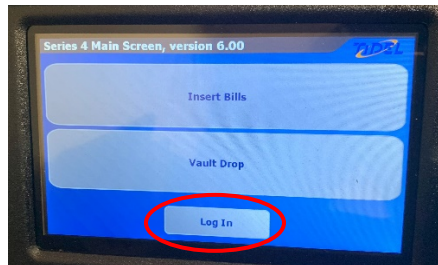


- When all bills are inserted select “Done” from SafeCash display

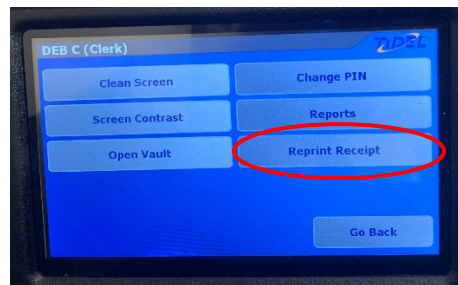


- Retrieve receipt from SafeCash and attached to the Transact deposit report

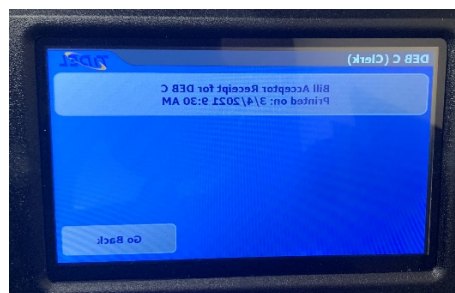
- To reprint a receipt for your records
 - Select “Log In” from the SafeCash display screen



- Select “Reprint Receipt” from the SafeCash display screen

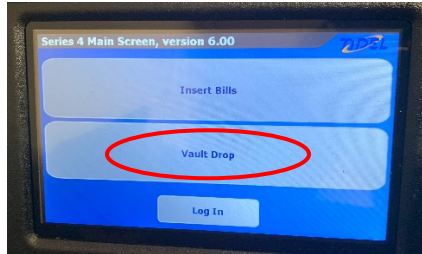


- Select the appropriate deposit to reprint the receipt



- If deposit includes coin and/or unfit bills see step 4. If deposit doesn't include coin and/or unfit bills go to step 5
4. Coin and unfit bills should be deposited through the manual vault drop slot located under the receipt printer on the SafeCash. **Use this procedure for ALL FOUNDATION cash deposits**

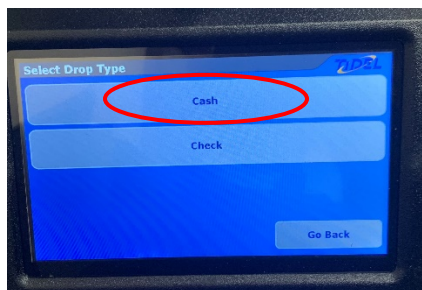
- Select “Vault Drop” from the SafeCash display screen



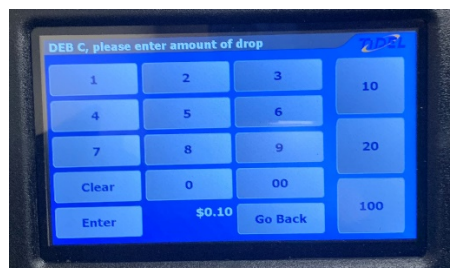
- Enter your assigned PIN code and select “Enter”



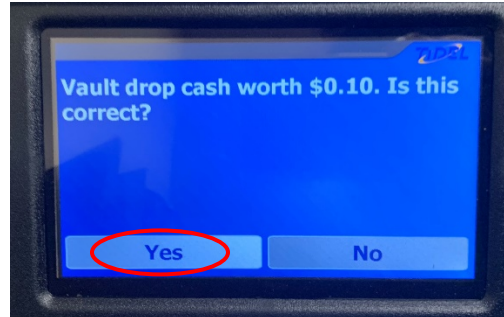
- Choose “Cash” from the SafeCash display screen (NEVER DEPOSIT CHECKS INTO SAFECASH)



- Enter the amount of the coin/unfit bill deposit and select “Enter”



- Select “Yes” if the vault drop cash amount is correct



- Retrieve receipts from the SafeCash (steps to reprint a receipt for your records can be found in the cash deposit instructions in step 3)
- Complete the appropriate deposit ticket (UNIVERSITY OR FOUNDATION) (Deposit tickets provided at deposit dropoff locations)

A Huntington Bank deposit ticket form. The form is titled "DEPOSIT TICKET" and features the Huntington Bank logo. The date is handwritten as "3/4/21". The currency is "USD" and the coin is "0.10". The amount is "0.10". The ticket is signed by [Signature] and verified by [Signature].

CURRENCY	COIN	DATE
USD	0.10	3/4/21

- Place the coin(s) and unfit bill(s), one of the receipts from the SafeCash, and deposit ticket into an envelope (provided at deposit dropoff locations) and place in the manual vault drop slot (located below the receipt printer)



- Attach the second receipt from the SafeCash to the Transact deposit print out
5. When deposits have been completed and all receipts have been attached to the Transact deposit report place the documentation in the dropbox located near the SafeCash.
 6. This documentation will be retrieved from the dropbox periodically and used to cashier your Transact deposit.

Check and Credit Card Deposits

1. Enter checks and credit cards as one deposit in Transact separate from the cash and coin deposit. Point-of-sale (POS) users may need to reduce the check and credit card deposit by the amount of the cash and coin deposit. Please contact Steve Macy (419-372-9940) if you have any questions regarding this situation.
2. Place the print out of your Transact deposit, checks, and credit card reports in an envelope and take to your SafeCash location
 - Ice Arena Administrative Offices
 - Bowen Thompson Student Union Green Room 227
3. No entry is required into the SafeCash for check and credit card deposits
4. Place envelope with deposit contents in the dropbox located near the SafeCash
5. This documentation will be retrieved from the dropbox periodically and used to cashier your Transact deposit