



**LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

SP2T T0.10 TdQF)6JJ
the Board of Regents of the Texas State University System (SUS)

Banking Procedures	MAPP 05.06.02
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Each cashier prepares a deposit for the day's transactions at their station. The deposit is placed in the vault at the end of each shift. Departments should prepare their deposit daily and deposit at the Cashier's office.

An armored car service designated by the depository bank

V. APPROVAL

Jeremy C. Alltop	07/28/2021
Vice President for Finance and Operations	Date

Dr. Jaime R. Taylor	07/29/2021
President	Date

REVISION LOG

Revision Number	Date	Description of Changes
1	11/05/2020 05/05/2021	Version created (11/05/2020). Final SME & Policy Coordinator review & revision before VPFO review (05/05/2021).
	07/29/2021	Version approved by President.