PROCEDURES FOR DEPOSITS AND CASH RECEIPTS

FOR AGENCIES THAT DO NOT INTEGRATE FROM AFNS TO CAS

The State Treasurer will determine the bank and bank account that the agency will use.

The State Treasurer will order deposit books for all agencies that make deposits into a treasury account.

1. A CASH RECEIPT form (Form FRMS-7 Rev. 03/2008) will need to be completed with CAS coding. This form is located on the Comptroller's Website - http://comptroller.alabama.gov/.

   - **Must use CAS codes**.
   - For a Quick Reference, refer to page 3-26 of the Fiscal Policy and Procedures Manual (located on the Comptroller's Website). This will show you what is **Required**, **Optional**, **Leave Blank**, and **If Applicable** for the different types of deposits.
   - Instructions on how to complete a Cash Receipt form are also located in the Fiscal Policy Procedures Manual on page 3-11 through 3-17.

2. Fill out the **Deposit Ticket**. Take along with you the following: **Deposit Ticket (3 copies)**, **Endorsed Check(s)**, and the **Cash Receipt Forms** (take three signed copies of the Cash Receipt Form [Comptroller, Treasurer, Department]).

   - First stop is the Bank. Give them the **Deposit Ticket** and **Endorsed Check(s).**
     They will certify the **Deposit Ticket** and give 2 copies back to you.
   - Second stop is the State Treasury. RSA Union, 6th Floor, Room 676 - Cash Management.
     Give them the **Deposit Ticket** and the Cash Receipt Forms. State Treasury will stamp the forms and give back a copy for your department records.

     - Put your Agency name and Agency number on the **Deposit Ticket**. This will assist them if they have any problems or questions. You can use a stamp or you can write this information. The contact person's name can also be written on the deposit ticket, but it is not required. The Treasurer's Office has begun providing each agency with personalized deposit tickets and these should be used instead. Contact the Treasurer's Office if you have not received the new personalized deposit tickets for your agency.

       State Treasury accepts cash receipts from: 9:00 to 11:30 AM
       1:00 to 2:00 PM

   NOTE: All Cash Receipts are dated in CAS the next working day after taking to the State Treasury except when it is a 'HOT RECEIPT'. Hot Receipts will be deposited and dated the current date.

3. The following day, the CR(s) will need to be entered into AFNS with AFNS account coding. The CR is entered into AFNS the following day as the CR will not be 'accepted' in CAS until that day as well. This will help keep the two systems in sync.