UCLA

Article ID: 1003103

Depositing a Gift Check

Summary: This article provides guidelines for campus departments on depositing a gift check. Includes chart for assigning a reference number to Regental gift check deposit.

Gift money comes to the University as either Regental gifts or UCLA Foundation gifts.

- **Regental gifts** - directly donated to the University and recorded in the University books as gift income. Please follow the instruction below to deposit Regental gift monies. Also see related information for "Regents Gift Transmittal Form" that must be sent to Gift Services along with a copy of the completed deposit record. When General Accounting receives the acknowledgment from Gift Services, funds of $100,000.00 or less will be released, less the 5% administrate fee, and appropriated to the department via a Transfer of Funds. ▶ more...
- **UCLA Foundation gifts** – directly donated to the Foundation for investment then transferred to campus when requested. See related information "UCLA Foundation Transmittal Form" for steps on depositing Foundation funds.

Guidelines for depositing Regental gifts monies

Gifts monies should NOT be deposited directly to the department's gift fund. Departments must deposit all Regental gifts monies into the Gifts Received-Undistributed account-fund (4-116030-54805). ▶ example

Deposits can be made at any of the campus main cashiers. Please use the following guidelines when preparing the deposit record:

1. The Loc-Account-Fund is always 4-116030-54805.
2. The SOURCE and PROJECT fields should remain empty.
3. The DESCRIPTION field should have the donor's name and check number. (For example: Bruin, Joe/5512). Record each gift check separately, and remember to keep a copy.
4. The REFERENCE # field should be completed with the letter that corresponds to the month in which the gift is deposited followed by the fund number for which the gift is intended (see the list below).

   If the gift is to be appropriated to a new fund that has not yet been established, use the reference number that corresponds to the month according to the list below (under Fund Not Established).

   Example: Using the list below, if a gift is being deposited in the month of May and intended for existing fund #41234, the REFERENCE #field should contain **K41234**. If the deposit is being made in May and is intended for a new fund that has not been established yet, the REFERENCE #field should contain **Kxxxxx**.

Chart for Assigning Reference Number

Month	Letter	Reference # for Existing Fund	Reference # for Fund not Established
July	A	A <fund number>	Axxxxx
August	B	B <fund number>	Bxxxxx
September	C	C <fund number>	Cxxxxx
October	D	D <fund number>	Dxxxxx
November	E	E <fund number>	Exxxxx
December	F	F <fund number>	Fxxxxx
January	G	G <fund number>	Gxxxxx
February	H	H <fund number>	Hxxxxx
March	I	I <fund number>	Ixxxxx
April	J	J <fund number>	Jxxxxx

May	K	K <fund number>	Kxxxxx
June	L	L <fund number>	Lxxxxx

General Accounting
giftcheck@finance.ucla.edu | Phone: (310) 79**4-0498** | Fax: (310) 79**4-8792**

Address (U.S. Mail Services)   **Phone Hours**
Box 951433   Monday – Friday 8 a.m. to 5 p.m.
UCLA Wilshire Center, Suite 500   Saturday Closed
Los Angeles, CA 90095-1433   Sunday Closed

Address (Non-U.S. Mail Services)
UCLA Wilshire Center
10920 Wilshire Boulevard, Suite 500
Los Angeles, CA 90024-6502
UCLA Mail Code: 143348

Related Information

- Regents Gift Transmittal Form
  https://island.fim.ucla.edu/eabusiness/giftadmin/reggifttrans/index.asp

- UCLA Foundation Transmittal Form
  https://island.fim.ucla.edu/eabusiness/giftadmin/

- Fund Management," Article ID: 1003096

- Gift Fund Management & Reports - Tutorial
  http://www.accounting.ucla.edu/gift-fund/default_files/frame.htm

- Establishing a New Fund Number," Article ID: 1003102

- How to Deposit Cash and Checks through DDF
  /portal/site/UCLA/menuitem.789d0eb6c76e7ef0d66b02ddf848344a/?
  vgnextoid=faa5709eefd8a010VgnVCM100000db6643a4RCRD

ACCOUNT NAME	NCR CODE	LOC	ACCOUNT	CC	FUND	PROJECT	FINANCIAL CLASS SUB	OBJECT	SOURCE	DESCRIPTION	REFERENCE NUMBER	AMOUNT
Kidney Research/Bruin		4	116030		54805		08			Kidney for Life/879178	C42244	1,000.00

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How to Deposit Checks & Cash

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Departmental Deposit Form (DDF)

The Departmental Deposit Form (DDF) Online System is a web application that allows users to post financial data for departmental deposits online. DDF users include campus departments that deposit currency, coin, checks and terminal credit card deposits. DDF automatically posts to the Financial System once submitted by the department.

Access Requirements

To process deposits with DDF, you must have a UCLA logon ID. DDF Users are required to successfully complete the Departmental Financial Deposit Process class offered through the UC Learning Center. In addition, a mandatory reviewer must be established for all financial accounting units (FAUs) used in DDF. Contact your department security administrator (DSA) for assistance with establishing mandatory reviewers.

Processing Deposits

Deposits must occur at least weekly or whenever a collection exceeds $500, per Business and Finance Bulletin BUS-49, Policy for Handling Cash and Cash Equivalents. For terminal credit card deposit instructions, see Related Information. To complete a currency, coin or check deposit, follow these steps:

Task	Steps
Prepare cash and paperwork.	1. Separate checks from currency and coins, and endorse all checks. 2. Prepare two adding machine tapes for each tender type: a) currency and coins, and b) checks. Keep one tape in the office with all the supporting documents, and place the other tape in the deposit bag. 3. Make sure all funds received are accounted for and deposited intact.
Create a DDF.	1. Access the online DDF application; see Departmental Deposit Form (DDF) Web Application. Click on Create a New DDF. 2. Enter the-four digit department code. Click Submit. 3. Select the deposit type. A comment is required if deposit type Other is selected. 4. Prepare one DDF for currency, coin and checks; currency and coins should be combined in one total and entered in the cash field. Make sure the entries are accurate and then click Save. The DDF is now in the In Progress status; adjustments are allowed at this time. 5. Click on the Account Detail button to enter FAU information. 6. Once in the Account Detail screen, make sure all FAU are entered correctly. Press Save, and review the credit and debit totals to make sure they are equal; the difference should be zero. 7. Review all information entered to ensure accuracy. If all FAUs and amounts are accurate, click Submit. Adjustments are not allowed after the DDF is submitted. Please contact General Accounting if there are discrepancies with a submitted DDF. 8. Write the DDF number on the front of each check. 9. An email is sent to the DDF preparer and a post-authorization notification (PAN) message is sent to the mandatory reviewer.
Prepare Bank of America deposit ticket and bag.	1. Create one Bank of America deposit ticket and bag per DDF submitted. 2. Complete the three-copy Bank of America deposit ticket in dual custody. The white and pink copy is sent to Bank of America in the deposit bag. Make sure the deposit ticket is initialed by both parties. 3. Prepare the Bank of America deposit bag by placing the checks in the bag with the deposit ticket on the right side of the bag and the currency/coin in the left hand side. 4. Properly seal the bag; otherwise, Dunbar will not accept it.
Complete Dunbar Red Book.	1. Complete the Dunbar Red Book by listing the consignee (Bank of America) and description (cash and/or checks), and enter the total amount of the deposit. 2. Make sure Dunbar signs the book before leaving the office with the bag. 3. Keep the deposit secure until delivered to Dunbar.
Verify Bank of America deposit.	1. Deposits are confirmed the next day on the General Accounting website (see Daily Banking Reports). Click on the current day report. Although deposits are processed the same day delivered, they are reported on the

next business day report.

2. Locate the department four-digit code under the Customer Reference column. The department code will be represented by six zeros preceding the four-digit code. The total amount of the deposit is located under Commercial Deposit Credit. Contact General Accounting if you are unable to locate your deposit after two business days.

Administrative Main Cashier Office
Email: AskSFS@finance.ucla.edu | Phone: (310) 82**5-9194** | Fax: (310) 20**6-0642** | Mail Code: 143248

Address
1125 Murphy Hall
Los Angeles, CA 90095-9000

Office Hours
Monday – Friday 9 a.m. to 4 p.m.
Saturday & Sunday Closed

Mail all check payments to:
Address
Box 951432, 1125 Murphy Hall
405 Hilgard Avenue
Los Angeles, CA 90095-9000

Related Information

java.lang.NullPointerException

- Departmental Deposit Form (DDF) Online System
  https://cswv.ais.ucla.edu/barddf/DdfMainMenu.asp

- Getting a Logon ID," Article ID: 1001799

- UC Learning Center
  http://lms.ucla.edu

- BUS-49, Policy for Cash & Cash Equivalents Received
  http://www.ucop.edu/ucophome/policies/bfb/bus49.html