



LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

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

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| 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

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|---|------------|
| 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. |