

## Remote Deposit Capture Procedures as of 11/15/10

\*Procedures are customized by agency and State Treasury bank utilized.

### Procedure:

- Prepare a tape for the checks that will be remotely deposited.
  - This will assist balancing when the checks are processed thru the remote deposit capture solution
  - If the total of the deposit is over \$150,000 or one check individually is in excess of \$75,000 the agency should call the Treasurer's Office before submitting the checks thru via remote deposit process. Depending on which bank the check is drawn on, the Treasurer's Office may require the check or deposit be brought to the Treasurer's Office or a bank for deposit.
- Process and submit the check deposit to the bank via the remote deposit capture machine.
  - If there are any checks that are unreadable or they cannot be processed thru the remote deposit capture solution for any reason, adjust the tape total for balancing purposes
- If all checks for the day have been processed, prepare the NIS deposit document to be faxed to the State Treasurer's Office.
  - If more than one batch is sent to the bank in one day create only ONE NIS deposit document. Banks have varying cutoff times. Deposits submitted after the bank same-business day cutoff should be included on a NIS deposit document with deposits submitted prior to the cut-off the next day.
  - When preparing the NIS Deposit Document, the agency shall select the bank that is being utilized for the remote deposit services. Contact the Treasurer's Office if you need assistance.
  - Write "REMOTE DEPOSIT CAPTURE" & "Bank Date" on the top of the deposit document
  - **Fax only, do NOT mail or deliver the original copy**, this can be kept for agency records
- If there are any checks that were unable to be remotely deposited, you may do one of the following:
  - Deposit directly to a previously designated financial institution (state treasury bank) using deposit slips ordered for this purpose or bring the checks to the State Treasurer's Office for deposit. A separate deposit document should be created and faxed to the Treasurer's Office along with a copy of the deposit slip. Again, **fax only, do not send the original**. The original can be kept for agency records. Since the deposit is being taken directly to a specific financial institution, the bank on the NIS deposit document should reflect that bank.
  - Create a NIS deposit document and bring the checks and deposit document to the State Treasurer's Office receipts window. The bank on the NIS deposit document should be ENCODER CLEARING.

### Reminders:

- All checks must be securely stored for 14 business days (or more) after the deposit is posted at bank. Storage timeframes will be determined by the Treasurer's Office and the processing bank. Checks must be stored in a secure area **either** in a locked vault, safe, or locked file cabinet.
- A log should be kept of all deposits and should include (see Exhibit 1):
  - The deposit date

- The bank name
- The deposit amount
- Who bagged the deposit
- The box number it is in (in case the agency is holding multiple boxes of checks to be securely shredded in their vault or safe)
- The scheduled destruction date – following the required retention period
- Destroyed by:
  - Note: A dated envelope may be used instead of a numbered bag.
- The checks should be destroyed in a secure manner:
  - If the checks are stored in a bin to be shredded by the state contracted vendor, the bin should be locked. If the bin has a drop slot on the top, the bin should only be filled half full.
  - If the checks are shredded on sight, it should be done immediately following the required retention period and using a secure shredding service or a cross cut shredder.
- Agency will notify the State Treasurer’s Office of any staffing changes of users that are utilizing remote deposit.
- Agency staff will utilize an individual user login to process deposits via remote deposit capture. Agency staff are not to share system logins.
- Agency staff will not leave checks deposited by remote deposit capture lying around in their offices since these contain confidential bank account information.
- Agencies are liable for any misuse, theft, embezzlement or loss created by their agency staff in the processing or managing of these check deposits.
- Agency understands they may be audited by the Treasurer’s Office to ensure compliance with the above procedures.

**Agency acceptance of State Treasury Remote Deposit Capture Procedures**

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*Agency or Board Director or Administrator’s signature*                      *Date*

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*Printed name of Agency or Board Director or Administrator*      *Agency or Board Director or Administrator’s Title*

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*Signature of State Treasurer*    *Date*

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*Printed name of State Treasurer*

