



STANISLAUS COUNTY DEPOSIT PERMIT FORM INSTRUCTIONS

The following illustrates how to complete the revenue “Deposit Permit” (DP) form. The lettered sections pertain to the attached sample deposit permit.

Sections A, B, and I are for use by Auditor-Controller’s Revenue Division only; Section J is for the County Treasurer.

A. BATCH KEYED BY
BATCH DATE
BATCH NUMBER
DEPOSIT PERMIT NUMBER

B. AUDITOR-CONTROLLER DATE
Auditor-Controller staff will enter the actual date of deposit.

The rest of the Deposit form, except for letters I and J, will be completed by the Organization making the deposit. Please **DO NOT** alter the form. There should only be 10 lines per Deposit and only in special circumstances should a deposit have a negative total. One example of a negative total would be a returned check to Treasury.

C. DEPOSITING SECTION
Enter the name of the organization and/or Department submitting the deposit.

D. AMOUNT
Enter the amount to be deposited.

E. FUND - ORG – ACCT – GL PROJ – LOC – MISC - OTHER
Enter the GL number that the revenue is to be posted to. Combine like accounting structures into one line. **Use one form for Oracle generated invoices and a separate form for all other receipts.** The coding for invoice deposit permits will be just ‘AR’ and the invoice number (i.e. AR 99999). See Exhibit A for receipts pertaining to system generated invoices & Exhibit B for all other receipts. Use standard 12 font for amounts and GL coding.

F. DESCRIPTION
Enter account title, a brief explanation of the transaction, or the source of the revenue.

G. TOTAL
This is formula driven; please verify that the Total matches your work papers.



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H. CASH DETAIL

Complete the cash and/or checks detail per line item, and the resulting total amount. The total amount should equal the "TOTAL" (G) block above. The exception would be if more than one DP number has to be used for a deposit. Then, the Total (G) on all the DP's should equal the Total (H) at the bottom of the last DP. Please see Exhibit C – Deposit Permit – Multiple Pages.

I. COUNTY AUDITOR-CONTROLLER

This is for Auditor-Controller use only; initialed by the person processing the Deposit Permit.

J. COUNTY TREASURER

This is for Treasurer use only; initialed by the person processing the Deposit Permit.

K. PREPARED AND DELIVERED BY

There should be a contact name, email and phone number of the person who prepared the deposit in case questions arise during processing. Some organizations also have their courier or delivery person sign the DP.

L. CERTIFICATION

Enter deposit time period. Preparer's signature needed.

M. PROCESSING

Print the Excel Template on **three part NCR paper 8-1/2 x 11**, using the colors White/Canary/Pink, in that sequence. Suggestion: Use digital carbonless paper so that the print job does not leave residue in the printer. NOTE: NCR paper is item # NEK17392 when purchasing from Staples or Independent Stationers.

Once the organization has completed and printed the form, including organizational certification, the form and deposit are hand-carried to the Treasurer's Office. The Treasurer's staff processes the deposit and certifies the monies have been received by signing/initializing the Deposit Permit. The Deposit Permit is then returned to the Auditor-Controller's Office. The Auditor-Controller's Revenue staff will review the totals, issue a permit number, verify the date, approve the deposit, and enter the transaction into the ORACLE system.

In addition, the Auditor-Controller's Office tracks the numerical sequence of the Deposit Permits and verifies that all deposits have been received by the Treasurer's Office. All deposits that are to be processed for the day must be submitted to the Treasurer's Office no later than 1:30 P.M. Yellow copies are returned to the Treasurer's office. Pink copies are returned to the appropriate organization. White copies are maintained in the Auditor-Controller's Office.



STANISLAUS COUNTY DEPOSIT PERMIT FORM INSTRUCTIONS

Deposit permits 3-part form distribution:

- White - Auditor-Controller
- Canary – Treasurer
- Pink – Depositing Organization

Please Note the Following Attachments:

Sample deposit permit linked to instructions

Exhibit A, Deposit Permit - Invoices

Exhibit B, Deposit Permit - Other

Exhibit C, Deposit Permit – Multiple Pages

***Note** – If the Organization continues to need hard copy DP's please continue to follow prior procedures.

STANISLAUS COUNTY DEPOSIT PERMIT



BATCH KEYED BY: **A**

BATCH DATE: **A**

BATCH #: **A**

DEPOSIT NUMBER: DP- **A**

AUDITOR-CONTROLLER DATE: **B**

ORGANIZATION NAME: **C**

LINE	AMOUNT		FUND (4 CHAR)	ORG (7 CHAR)	ACCOUNT (5 CHAR)	GL PROJ (7 CHAR)	LOCATION (6 CHAR)	MISC (6 CHAR)	OTHER (5 CHAR)	DESCRIPTION
	DOLLARS	CENTS								
1	D	\$0.00	0001	0000001	00001	0000001	000001	000001	00001	F
2			E	E	E	E	E	E	E	
3										
4										
5										
6										
7										
8										
9										
10										

G \$0.00

TOTAL

I APPROVE DEPOSIT OF THE ABOVE MONIES IN THE COUNTY TREASURY.

REMARKS:

# OF BILLS	AMOUNT
@100	
@50	
@20	
@10	H
@5	
@2	
@1	
COIN	\$0.00
TOTAL CASH	\$0.00
CHECKS	\$0.00
WIRE/EFT	\$0.00
TOTAL	\$0.00

COUNTY AUDITOR-CONTROLLER

BY: **I**
DEPUTY

MONIES LISTED ABOVE HAVE BEEN RECEIVED IN THE COUNTY TREASURY.

COUNTY TREASURER

BY: **J**
DEPUTY

PREPARED BY: **K**

EMAIL:

PHONE#:

DELIVERED BY:

I HEREBY CERTIFY THAT THE TOTAL AMOUNT LISTED ABOVE REPRESENTS

COLLECTIONS RECEIVED BY ME FOR THE ABOVE NAMED FUND

DATE: **L**

L

PREPARER'S SIGNATURE:

WHITE COPY - RETURN THIS RECEIPT TO THE COUNTY AUDITOR-CONTROLLER.
CANARY COPY - TREASURER TO RETAIN THIS COPY.
PINK COPY - DEPOSITOR WILL RECEIVE THIS COPY FROM THE TREASURER.

IN BALANCE

Exhibit A Deposit Permit - Invoices

STANISLAUS COUNTY DEPOSIT PERMIT



BATCH KEYED BY: _____

BATCH DATE: _____ BATCH #: _____

DEPOSIT NUMBER: DP- 999999
AUDITOR-CONTROLLER DATE: DD/MM/YY

ORGANIZATION NAME: **Depositing Department or Agency**

LINE	AMOUNT		FUND (4 CHAR)	ORG (7 CHAR)	ACCOUNT (5 CHAR)	GL PROJ (7 CHAR)	LOCATION (6 CHAR)	MISC (6 CHAR)	OTHER (5 CHAR)	DESCRIPTION
	DOLLARS	CENTS								
1		\$0.00	AR 99999							Description of charges on invoice
2			(use actual invoice no.)							
3										
4										
5										
6										
7										
8										
9										
10										
		\$0.00	TOTAL							

		\$0.00	TOTAL	I APPROVE DEPOSIT OF THE ABOVE MONIES IN THE COUNTY TREASURY.	REMARKS:
# OF BILLS			AMOUNT	COUNTY AUDITOR-CONTROLLER BY: _____ DEPUTY	
@100			\$0.00		
@50			\$0.00		
@20			\$0.00		
@10			\$0.00		
@5			\$0.00		
@2			\$0.00		MONIES LISTED ABOVE HAVE BEEN RECEIVED IN THE COUNTY TREASURY.
@1			\$0.00		
COIN			\$0.00		
TOTAL CASH			\$0.00		COUNTY TREASURER
CHECKS			\$0.00		
WIRE/EFT			\$0.00		
TOTAL			\$0.00	BY: _____ DEPUTY	PREPARED BY: EMAIL: PHONE#: DELIVERED BY: I HEREBY CERTIFY THAT THE TOTAL AMOUNT LISTED ABOVE REPRESENTS COLLECTIONS RECEIVED BY ME FOR THE ABOVE NAMED FUND DATE: _____ Preparer's Signature

WHITE COPY - RETURN THIS RECEIPT TO THE COUNTY AUDITOR-CONTROLLER.

CANARY COPY - TREASURER TO RETAIN THIS COPY.

PINK COPY - DEPOSITOR WILL RECEIVE THIS COPY FROM THE TREASURER.

Exhibit B Deposit Permit - Other

STANISLAUS COUNTY DEPOSIT PERMIT



BATCH KEYED BY: _____

BATCH DATE: _____ BATCH #: _____

DEPOSIT NUMBER:	DP- 999999
AUDITOR-CONTROLLER DATE:	DD/MM/YY

ORGANIZATION NAME: Depositing Department or Agency

LINE	AMOUNT		FUND (4 CHAR)	ORG (7 CHAR)	ACCOUNT (5 CHAR)	GL PROJ (7 CHAR)	LOCATION (6 CHAR)	MISC (6 CHAR)	OTHER (5 CHAR)	DESCRIPTION
	DOLLARS	CENTS								
1		\$0.00	0000	0000000	00000	0000000	000000	000000	00000	Description of revenues deposited
2										
3										
4										
5										
6										
7										
8										
9										
10										

	\$0.00	TOTAL	I APPROVE DEPOSIT OF THE ABOVE MONIES IN THE COUNTY TREASURY. COUNTY AUDITOR-CONTROLLER BY: _____ <div style="text-align: right; margin-right: 100px;">DEPUTY</div>	REMARKS: PREPARED BY: EMAIL: PHONE#: DELIVERED BY: I HEREBY CERTIFY THAT THE TOTAL AMOUNT LISTED ABOVE REPRESENTS COLLECTIONS RECEIVED BY ME FOR THE ABOVE NAMED FUND DATE: _____ _____ Preparer's Signature
# OF BILLS		AMOUNT	MONIES LISTED ABOVE HAVE BEEN RECEIVED IN THE COUNTY TREASURY. COUNTY TREASURER BY: _____ <div style="text-align: right; margin-right: 100px;">DEPUTY</div>	
@100		\$0.00		
@50		\$0.00		
@20		\$0.00		
@10		\$0.00		
@5		\$0.00		
@2		\$0.00		
@1		\$0.00		
COIN		\$0.00		
TOTAL CASH		\$0.00		
CHECKS		\$0.00		
WIRE/EFT		\$0.00		
TOTAL		\$0.00		

WHITE COPY - RETURN THIS RECEIPT TO THE COUNTY AUDITOR-CONTROLLER.
 CANARY COPY - TREASURER TO RETAIN THIS COPY.
 PINK COPY - DEPOSITOR WILL RECEIVE THIS COPY FROM THE TREASURER.

Exhibit C Deposit Permit - Multiple Pages

STANISLAUS COUNTY DEPOSIT PERMIT



BATCH KEYED BY: _____

BATCH DATE: _____ BATCH #: _____

DEPOSIT NUMBER: DP- **999998**

AUDITOR-CONTROLLER DATE: **DD/MM/YY Pg #1 of 2**

ORGANIZATION NAME: Depositing Department or Agency

LINE	AMOUNT		FUND (4 CHAR)	ORG (7 CHAR)	ACCOUNT (5 CHAR)	GL PROJ (7 CHAR)	LOCATION (6 CHAR)	MISC (6 CHAR)	OTHER (5 CHAR)	DESCRIPTION	
	DOLLARS	CENTS									
1		\$0.00	0000	0000000	00000	0000000	000000	000000	00000	Description of revenues deposited	
2		\$0.00	0000	0000000	00000	0000000	000000	000000	00000	Description of revenues deposited	
3		\$0.00	0000	0000000	00000	0000000	000000	000000	00000	Description of revenues deposited	
4		\$0.00	0000	0000000	00000	0000000	000000	000000	00000	Description of revenues deposited	
5		\$0.00	0000	0000000	00000	0000000	000000	000000	00000	Description of revenues deposited	
6		\$0.00	0000	0000000	00000	0000000	000000	000000	00000	Description of revenues deposited	
7		\$0.00	0000	0000000	00000	0000000	000000	000000	00000	Description of revenues deposited	
8		\$0.00	0000	0000000	00000	0000000	000000	000000	00000	Description of revenues deposited	
9		\$0.00	0000	0000000	00000	0000000	000000	000000	00000	Description of revenues deposited	
10		\$0.00	0000	0000000	00000	0000000	000000	000000	00000	Description of revenues deposited	
		\$0.00	TOTAL	I APPROVE DEPOSIT OF THE ABOVE MONIES IN THE COUNTY TREASURY.						REMARKS:	

# OF BILLS	AMOUNT
@100	
@50	
@20	
@10	
@5	
@2	
@1	
COIN	
TOTAL CASH	
CHECKS	
WIRE/EFT	
TOTAL	

Total = sum of all DP lines on multiple forms used for one deposit, e.g., 2 page deposit page 2 grant total reported on page 1 & 2

COUNTY AUDITOR-CONTROLLER

BY: _____ DEPUTY

MONIES LISTED ABOVE HAVE BEEN RECEIVED IN THE COUNTY TREASURY.

COUNTY TREASURER

BY: _____ DEPUTY

PREPARED BY: _____

EMAIL: _____

PHONE#: _____

DELIVERED BY: _____

I HEREBY CERTIFY THAT THE TOTAL AMOUNT LISTED ABOVE REPRESENTS COLLECTIONS RECEIVED BY ME FOR THE ABOVE NAMED FUND

DATE: _____

Preparer's Signature _____

Exhibit C Deposit Permit - Multiple Pages

STANISLAUS COUNTY DEPOSIT PERMIT



BATCH KEYED BY: _____

BATCH DATE: _____ BATCH #: _____

DEPOSIT NUMBER: DP- **999999**

AUDITOR-CONTROLLER DATE: **DD/MM/YY Pg #2 of 2**

ORGANIZATION NAME: **Depositing Department or Agency**

LINE	AMOUNT		FUND (4 CHAR)	ORG (7 CHAR)	ACCOUNT (5 CHAR)	GL PROJ (7 CHAR)	LOCATION (6 CHAR)	MISC (6 CHAR)	OTHER (5 CHAR)	DESCRIPTION
	DOLLARS	CENTS								
1		\$0.00	0000	0000000	00000	0000000	000000	000000	00000	Description of revenues deposited
2		\$0.00	0000	0000000	00000	0000000	000000	000000	00000	Description of revenues deposited
3		\$0.00	0000	0000000	00000	0000000	000000	000000	00000	Description of revenues deposited
4		\$0.00	0000	0000000	00000	0000000	000000	000000	00000	Description of revenues deposited
5										
6										
7										
8										
9										
10										

	\$0.00	TOTAL
# OF BILLS		AMOUNT
@100		\$0.00
@50		\$0.00
@20		\$0.00
@10		\$0.00
@5		\$0.00
@2		\$0.00
@1		\$0.00
COIN		\$0.00
TOTAL CASH		\$0.00
CHECKS		\$0.00
WIRE/EFT		\$0.00
TOTAL		\$0.00

I APPROVE DEPOSIT OF THE ABOVE MONIES IN THE COUNTY TREASURY.

COUNTY AUDITOR-CONTROLLER

BY: _____
DEPUTY

MONIES LISTED ABOVE HAVE BEEN RECEIVED IN THE COUNTY TREASURY.

COUNTY TREASURER

BY: _____
DEPUTY

REMARKS:

PREPARED BY: _____

EMAIL: _____

PHONE#: _____

DELIVERED BY: _____

I HEREBY CERTIFY THAT THE TOTAL AMOUNT LISTED ABOVE REPRESENTS
COLLECTIONS RECEIVED BY ME FOR THE ABOVE NAMED FUND

DATE: _____

Preparer's Signature _____

WHITE COPY - RETURN THIS RECEIPT TO THE COUNTY AUDITOR-CONTROLLER.
CANARY COPY - TREASURER TO RETAIN THIS COPY.
PINK COPY - DEPOSITOR WILL RECEIVE THIS COPY FROM THE TREASURER.