TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER

EXCEPTION TO TIMELY DEPOSIT OF FUNDS

Complete this form to request an exception to the timely deposit of funds procedures outlined in the Deposit Procedures Manual. Forward completed form to amy.bell@ttuhsc.edu. This form must be received by close of business on July 31st for consideration for the following fiscal year.

Date: _____ **Fiscal Year of Exception:** _____ **Average Daily Receipts:** _____

Submitter Name: _____ **Title:** _____

Campus: _____ **Department or Location:** _____

Reason or Justification for Exception (Please describe in detail):

_____
_____
_____
_____
_____
_____
_____
_____
_____

Approvals:

Fund Manager	Signature	Date
Department Head	Signature	Date
Dean/Regional Dean, Vice President	Signature	Date
Executive VP for Finance and Operations	Signature	Date

No exception will be granted for departments or locations that consistently receive $500 or more a day and no exception will be granted that allows funds received to not be deposited within seven (7) days. Exceptions will not apply in the event that a department or location receives deposits of $5,000 or more in a day. If a department or location receives $5,000 or more, a one-time pick up must be scheduled to ensure that the funds are deposited within one business day.

Any exception to the timely deposit of funds procedures will only apply to cash, coin, and checks that require armored car services. All other forms of payment must be deposited in accordance to the timely deposit of funds requirements outlined in the Deposit Procedures Manual.