



Appendix B - Revised Cash Deposit Plan

July 2005

In order to complete the transition to Bank of America as its lead cash management bank and enhance the security features of its depositing activities, Rensselaer has engaged the services of a professional courier service (Brinks U.S.). This service will commence in July 2005. This will enable the remaining campus departments that are still depositing to HSBC Bank to instead route their deposits to Bank of America. Beginning July 25, 2005, deposits should no longer be made to HSBC Bank.

The following important information is provided to ensure a smooth transition at that time. *This is the second phase in a two phase deposit transition plan that began last fall.*

Phase 1 (September 2004)

All campus departments making deposits directly to HSBC at the time were instructed to instead route their deposits to the Bursar's Office, where deposits are delivered to the Bank of America branch in downtown Troy by Bursar staff. The only exceptions to this was for deposit activities that are generated in and around the Student Union, where the on-site HSBC branch was to be utilized until secured courier services were engaged. This included the Bookstore, Student Union administrative office, RAD/ID office, Public Safety, and the Houston Field House. Also, the Technology Park, the Controller's Office, and Human Resources make their deposits directly to the Bank of America branch in downtown Troy.

Deposit Tickets/Stamps

If you have not yet already received them, Bank of America deposit slips and endorsement stamps will be made available to you shortly. At that time you are asked to transfer all unused HSBC deposit tickets and endorsement stamps to the Finance Division for safekeeping (with the exception of those departments that continue to utilize HSBC for their deposits during the period of transition).

Deposit Plan Prior to Institution of Courier Service

The following summarizes the deposit location and recording activity under phase 1 of the transition plan:

<u>Department</u>	<u>Deposit Location</u>	<u>Record Deposits to GL</u>
<i>Academy Hall Drop Off</i>		
Bursar	Bank of America Branch, 59 3 rd Street, Troy	Bursar*
Gifts	Bursar Drop Off	Institute Advancement
Alumni Relations	Bursar Drop Off	Alumni Relations*
Computer Store, et al	Bursar Drop Off	Computer Store
Incubator	Bursar Drop Off	Controller's Office
Research Administration	Bursar Drop Off	Research Administration*
Folsom Library	Bursar Drop Off	Folsom Library
Academic Support	Bursar Drop Off	Academic Support
<i>HSBC Union Branch</i>		
Student Union Office	HSBC Branch, Student Union	Student Union
Bookstore	HSBC Branch, Student Union	Bookstore
Auxiliary Services-Houston Field House	HSBC Branch, Student Union	Controller's Office
Auxiliary Services-Parking	HSBC Branch, Student Union	Controller's Office
Auxiliary Services-RAD/ID (Sodexo)	HSBC Branch, Student Union	Controller's Office
<i>Bank of America Branch</i>		
Technology Park	59 Third Street, Troy	Controller's Office*
Human Resources (Wilkie & Associates)	59 Third Street, Troy	Human Resources*
Controller's Office (Rice Bldg.)	59 Third Street, Troy	Controller's Office

***Lockbox services in operation or expected to commence shortly.**

Departments posting deposits to the GL should utilize bank code "91" for Bank of America deposits and "M7" for HSBC deposits.

Phase 2 (July 2005)

Courier Pick-up and Delivery Services

Courier services will be provided to pick up the Institute's bank deposits from two locations, Monday through Friday, exclusive of college holidays and bank holidays. The two pick-up locations are:

- Bursar's Office, Academy Hall, 1st Floor, 15th and College Avenue, Troy, New York; and
- Bookstore, Student Union Building 1st Floor, 15th Street, Troy, New York..

Weekday Pick-up

Monday through Friday pick-up should occur once a day at the following times:

Pick-up: Student Union Office and CRPC between 10 a.m. and 12 noon. Items will be delivered to the bank no later than 1:45 p.m. on the day of pick-up in order to receive same-day deposit treatment. Deposit receipts will be picked up at the bank by Institute staff for distribution of copies to certain campus departments, as appropriate

Deposit Delivery

Deposits will be delivered to the Bank of America branch located at 59 3rd Street, Troy New York. The branch's current counter teller hours are as follows:

Bank of America Branch Hours

59 3rd Street, Troy*

Monday – Wednesday	9-3
Thursday	9-4
Friday	9-5
Saturday	9-1
Sunday	Closed

**The branch does not have drive up teller services, although it does have a 24-hour ATM.*

Deposit Plan Upon Institution of Courier Service

<u>Department</u>	<u>Deposit Location</u>	<u>Brinks Bags/Dep. Trans.</u>	<u>Record Deposits to GL</u>
<i>Academy Hall Pick-up</i>			
Bursar	Courier Pick-up/Lockbox	Yes/Bursar	Bursar
Gifts	Academy Hall (AH)/Lbox	Yes/Dept.	Institute Advancement
Alumni Relations	AH	Yes/Bursar	Bursar
Computer Store, et al	AH	Yes/Dept.	Computer Store
Incubator	AH	Yes/Bursar	Bursar
Research Administration	AH/Lockbox	Yes/Dept.	Research Administration
Folsom Library	AH	Yes/Bursar	Bursar
Academic Support	AH	Yes/Bursar	Bursar
Auxiliary Services-Houston Field House	AH	Yes/Bursar	Bursar
Auxiliary Services-Parking	AH	Yes/Bursar	Bursar
<i>Bookstore Pick-up</i>			
Bookstore	Courier Pick-up	Yes/Dept.	Bookstore
Student Union Office	Bookstore	Yes/Dept.	Student Union
Auxiliary Services-RAD/ID (Sodexo)	Bookstore	Yes/Bursar	Bursar
<i>Technology Park Pick-up</i>			
Technology Park	59 3 rd Street, Troy/Lockbox	No/Bursar	Bursar
<i>Bank of America Branch</i>			
Human Resources (Wilkie & Associates)	59 3rd Street, Troy/Lockbox	No/Bursar	Bursar
Controller's Office (Rice Bldg.)	59 3rd Street, Troy	No/Bursar	Bursar

As noted above, certain departments will be issued disposable bank deposit bags from Brinks for use beginning 7/25/05. PLEASE CONTACT THE BURSARS OFFICE AS SOON AS POSSIBLE TO PICK UP THESE BAGS FOR USE BEGINNING ON THAT DATE. The bags are numbered, and will be issued to departments in series order. Departments so noted are to prepare their deposits, seal them in the bags, retain a copy and record of the receipt number, and deliver to the Bursar's Office daily if necessary for safekeeping and delivery to the bank by Brinks. Certain departments, also noted above, are to also deliver to the Bursar at the time of deposit the Deposit Transmittal record corresponding to the deposit, for entering into Banner by Bursar staff. The only exceptions to this procedure are noted above. *For certain of these departments, this recording by the Bursar represents a change from current practice.*