

CAL STATE DOMINGUEZ HILLS PHILANTHROPIC FOUNDATION
ADVANCEMENT SERVICES

Daily Deposit Check List

Deposit Date: _____ Batch # _____

Cash: _____

Checks: _____

Credit Cards: _____

GIK: _____

TOTAL: _____

Completed by (Initials)	Action	Assigned to:
1 _____	Open and sort mail by payment type (Checks, Cash, Credit Cards, etc.)	Deposit Logger
2 _____	Endorse all checks with CSUDHPF Deposit stamp	Deposit Logger
3 _____	Prepare Daily Deposit Log, including Constituent ID's	Deposit Logger
4 _____	Enter and transmit credit card transactions, including recurring transactions. Redact credit card info after confirmation	Gift Processing
5 _____	Assign fund (account) numbers (add appropriate notations on checks)	Gift Processing
6 _____	Update Biographical Information from response devices and other items	Gift Processing
7 _____	Initiate research on items for which allocation is unclear. Record any unclear research items to gift clearing account.	Gift Processing
8 _____	Honor Roll names entries/updates	Gift Processing
9 _____	Enter gifts/deposits into Raiser's Edge by account number	Gift Processing
10 _____	Verify entries/print Validation Report	Gift Processing
11 _____	Prepare, copy, and verify cash/check deposits, as needed for CSUDHPF Deposit (no later than 2:30pm)	Gift Processing
12 _____	Complete matching gift claims and prepare cover letter with backup and mail out once signed by Gift Admin	Gift Processing
13 _____	Sign matching gift requests	Gift Admin
14 _____	Review and verify validation report against log sheet and back up documents	Gift Admin
15 _____	Post to Raiser's Edge	Gift Admin
16 _____	Print Batch Commit Control Report in Raiser's Edge Print gift receipts (regular and matching). Pull Gift Clearing account receipts and manually reprint with donation account info.	Gift Admin
17 _____	Pull Recurring Payment (RP) receipts - do not send	Gift Processing
18 _____	Sort out Gift Receipts for VP of University Advancement (over \$500) and AVP Development (under \$500) and give to Sr. Dir. Of Annual Giving & Advancement Services for review.	Gift Processing
19 _____	Prepare Tribute Card for those gifts made in honor of or in memory of an individual, when necessary	Gift Processing
20 _____	Copy special notes from donors and give to DOD or other appropriate personnel	Gift Processing
21 _____	Gift receipts/deposit reports reviewed	Sr. Dir. Of Annual Giving & Advancement Services
22 _____	Scan gift receipts and tribute cards into I:\Drive.	Student Asst
_____	Send gift receipts and tribute cards	Student Asst
24 _____	Scan deposit backup, checks, and CSUDHPF deposits into I:\ Drive- verify that credit card information and the numbers at the bottom of the checks are redacted prior to scanning.	Student Asst
25 _____	Verify batch got correctly scanned in I:\Drive	Gift Processing
26 _____	Add Journal Entry Reference number from Foundaiton Deposit Slip	Gift Processing
27 _____	File by deposit date on filing drawer in the supply room	Student Asst

Time Batch Received

Notes: _____

