1. Sealed Bank Deposits

- Must be @ a DS Office by **12 noon on Monday August 31, 2015**. If not rec’d, deposit will most likely post in FY16.

- Must have an accurate, committed CRT by **12 noon on Monday August 31, 2015**. *Saving a CRT is insufficient; it must be committed to process.*

- Ticket “total” line (see arrow) **must be 100% accurate**.
  - Deposits
    - count carefully, record total carefully on deposit ticket
    - deposit ticket total must be accurate
    - hold foreign checks (drawing on a non-US bank) and bring to DS Office separately. These will most likely be FY16 credits.

- NOTE: An accounting accrual will run sometime prior to 9/4, to post CRT’s that matched 8/31 bank deposits on 9/1 (with journal-post date of 9/1).

2. Remote Bank Deposits (**checks only**) *(It’s free, it’s safer, and it’s available to you)*

- Deposit will credit to FY15 if you hit “Submit for Deposit” **by 5pm CST on 8/31/15 and print a receipt**.

- If you encounter problems, it’s best that you encounter them as early in the day as possible, and that you follow these steps.
  - *(If you wait until the last minute, you may not receive FY15 credit)*
    - **Until 10 AM CST on 8/31**: Call the IDD Help Line @ (866) 619-3060.
ii. **Beyond 10AM CST on 8/31:*** go to the IDD resource center website. [www.jpmorgan.com/iddresourcecenter](http://www.jpmorgan.com/iddresourcecenter) or contact Melissa Lang, melissa.lang@northwestern.edu 1-5790.

### 3. Petty Cash Reimbursements

- **Must** be brought to Depository Services window by **3:00pm Friday, August 21.**

### 4. Amex Corporate Card – If you have frequent travel expenses related to work, we have a card for you. It’s easy to apply, it’s loaded with benefits, it won’t impact your personal credit score, and it’s available to anyone with Director/Dean/Manager-approval. Contact Joe Stolz @ 7-4962.

[http://www.northwestern.edu/controller/treasury-operations/treasury/corporate-card.html](http://www.northwestern.edu/controller/treasury-operations/treasury/corporate-card.html)

### 5. Do You Accept Credit Card Payments?

Then Your Location MUST by PCI DSS Compliant. **It’s required.**

Make the time to understand what this means!
- 1) Read the University's PCI Security Policy;
- 2) Review and understand the Data Security Awareness presentation;
- 3) Attest to your online learning;
- 4) Then, complete your online SAQ (self-administered questionnaire) using Trustkeeper by the established due date.

Do all of this here:


Then, complete your online SAQ (self-administered Questionnaire) on Trustkeeper by the established due date.

**Questions?** Contact Bob Gabella (1-5382) or John Ferrer (1-5344) with questions.

### 6. Are You Missing Revenue?

See handout of revenue items received electronically (i.e. by wire transfer or ACH) in our central office but NOT YET IDENTIFIED!! **Could this belong to your department?** If so, please contact Maria Madayag (1-3207) or Melissa Lang (1-5790) as soon as possible.