

DELAY IN COMPLIANCE

To: Bursar Services-Departmental Deposits

From: _____

Subject: Delay in compliance with cash/check deposit procedure

The enclosed deposit does not comply with policies for cash/check handling procedures as outlined below, for the following reason(s):

___ cash/check was received from department on _____

___ PIF, was not received from the department until _____ so the monies could not be deposited earlier.

___ The subject could not be identified until _____

___ Other _____

I certify that the enclosed deposit does NOT comply with the cash handling procedures for the Bursar's Office. A memo outlining the reason(s) is noted below.

Department Account # _____ Amount \$ _____

Department _____

Signature

Date