

MONTGOMERY COUNTY PUBLIC SCHOOLS

MCPS Deposit Log

Division of Controller, Accounts Receivable Unit
 MONTGOMERY COUNTY PUBLIC SCHOOLS
 45 West Gude Drive, Suite 3202, Rockville, Maryland 20850
 Billing@mcpsmd.org

See MCPS Deposit Log Form Instructions on Page 2.

SECTION I: DEPOSITOR *All fields marked with an asterisk in Section I MUST be completed.

*Date ____/____/____

*Depositor _____

*Department _____ School _____

*E-mail _____ *Phone ____-____-____ Fax ____-____-____

Address _____

*Depositor Signature _____

Deposit Type	Business HUB Account String (Required)	Purpose/ Invoice Number	Amount
<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Money Order	-----		
<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Money Order	-----		
<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Money Order	-----		
<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Money Order	-----		
<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Money Order	-----		
<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Money Order	-----		
<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Money Order	-----		
TOTAL			\$

SECTION II: RECEIPTS CONFIRMATION—Division of Controller Staff Use Only

Received By		In the amount of	\$		Received Date	
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SECTION III: DEPOSITOR VERIFICATION

MCPS Office Verification of Receipt to HUB

Verification Signature _____ Date ____/____/____

MCPS Deposit Log Form Instructions

What is the purpose of the Deposit Log?

The Deposit Log is used when an MCPS office or school collects cash, checks, or money orders for MCPS that need to be deposited in the General Fund Operating Bank account.

Can I write a check from the school IAF bank account to reimburse MCPS?

Yes. A check written from the school IAF bank account is the fastest method to fix a purchasing error that posted to a budgeted MCPS Hub account.

Can I have the deposit processed on the same day I fill out the Deposit Log?

Please let the Division of Controller (DOC) Accounts Receivable (AR) Unit receipts clerk know that the deposit is a priority. The Deposit Log with the cash, checks, and money orders needs to be brought to the DOC AR Unit by 2:00 p.m. The DOC AR Unit address is:

45 West Gude Drive, Room 3202
Rockville, MD 20850

Are there any restrictions for the deposit?

There is a limit of \$2,000 in cash or 200 individual checks or money orders for each Deposit Log.

What is the "Deposit Type" on the MCPS Deposit Log?

The "Deposit Type" is cash, checks, or money orders. There needs to be separate lines for each "Deposit Type." Cash needs to be on its own MCPS Deposit Log and brought in person for verification to the DOC address. Cash receipts may not be sent through the pony.

Does the deposit need to be verified?

The deposit needs to be verified by depositor/fiscal staff of the department, division or office. Make sure the deposits listed on the MCPS Deposit Log are recorded to the proper Hub account. The verification box will be checked once this step is completed. If staffing permits, a separate person should open the mail, record receipts, and reconcile deposits.

Can I get a signed copy back of my MCPS Deposit Log?

The depositor would need to bring the deposit to the DOC AR Unit with a second copy of the MCPS Deposit Log. The first copy is for the DOC AR Unit and the second copy will be returned to the preparer.

Is the Hub account string required information?

The Hub account string for each Deposit Type is required to process the deposit. Multiple Hub account strings can be used to process the receipt.

Why do you need a telephone number, fax number, or an e-mail address?

Telephone contact information is required on the MCPS Deposit Log to contact a school or office about a deposit discrepancy. An e-mail address from the depositor is highly recommended.

What else do I need to perform for checks and money orders?

Please mark or stamp on the back of each check and money order "For Deposit Only."