

Adding Machine Tapes on Checks
for Departmental Deposits

Since this office no longer runs adding machine tapes on checks received with departmental deposits, it is necessary for the departments to follow the guidelines listed below when running tapes on checks.

1. All adding machine tapes should begin with 0.00 (indication that machine was cleared before running tape).
2. In order to insure balancing accuracy, you must run two (2) tapes and include both tapes with your deposit.
3. After TOTAL on tape, allow at least one (1) inch before tearing off tape. This is necessary for the cashier to place their cashier stamp on the tape.
4. Tapes MUST be at least six (6) inches long. This is necessary for microfilming checks because tapes any shorter jam in the microfilm machine.
5. List only checks on tape. Please **DO NOT** include cash.
6. Print on tapes should look like:
123.00 or
213.45

NOT:

123 or
123. or
123.00000 or
30 X 10.00 = 300.00

7. All checks listed must be on one tape and must equal the Check Total which is listed on the deposit. Or if a department has a very large volume of checks (over 250), then the checks must be added in batches, with a "total" tape adding all the batches together. This "total" tape must equal the Check Total on the deposit.
8. **All checks listed must be endorsed by the department.** Endorsement must be placed on check in accordance with banking regulations and University procedures.

Endorsement Sample: For Deposit Only
The University of Texas at Austin
(Department Name or
(Dept. Account Number)

9. The following are not permissible:
 - a. Computer generated tapes
 - b. Xerox copies of tapes
 - c. tapes that are stapled, scotch taped, etc.
10. Please make sure all staples are removed from checks.

Thank you for your cooperation in this matter.