

DEPOSIT PROCEDURES

All deposits should include: a CR or CR equivalent document printed from AFIS. Any cash, checks, direct deposits or wires that pertain to the deposit should be paper clipped or attached to the cr document. Please see below for the specific requirements for each of these items.

CR or CR Equivalent Document from AFIS: once the CR or CR equivalent document is created in AFIS, the document needs to be printed using the print option in AFIS and in the PDF print output type.

For Cash Deposits the Treasurer's Office requires 2 copies of the CR document, 1 for us to use to process and a 2nd to send back with the agency as proof of receipt.

Cash for deposit: loose coins must be in a coin envelope (don't seal as we must open it to count it) or rolled if enough to roll. The coin envelope, cash and deposit slips (white and 1 other colored copy) should be put into a letter envelope (you may use a large 6x9 manila envelope or bank coin bags to accommodate larger amounts). Do not staple deposit slips together. Separate deposit tickets are required for cash and checks; make sure all information is legible on copies. (Contact our office if you are unsure how to deal with large amounts of cash or coin).

Checks for deposit: checks should be totaled, and the adding machine tape must be submitted with the deposit slips (white and 1 other colored copy). Do not staple deposit slips together. Separate deposit tickets are required for cash and checks; make sure all information is legible on copies.

Direct Deposit: you must include the ORIGINAL validated receipt provided by the bank. If you provide a copy it can take a few days for the verification process to be completed.

Wires: Include the bank page showing the deposit and date.

Other items for consideration:

All deposits must be input into AFIS and pending TRA approval prior to being brought to the Treasurer's Office.

Please include on the bottom of the CR documents, the name and phone number of the preparer so that we may contact them if necessary.

Questions: email agencydeposit@aztreasury.gov or call 602-542-7800.

