



Oregon
University
System

OUS Treasury Reconciliation and Reimbursement Certification

Each month, authorized institutional personnel will certify to the Controller that the following Treasury reconciliation and reimbursement processes have been successfully completed.

Period: _____

Fiscal Year: _____

<u>REF NO.</u>	<u>PROCESS DESCRIPTION</u>
Daily Processes	
[1]	Check load from Treasury
[2]	Review check load data for potential counterfeit or fraudulent checks
[3]	Deposit load from Treasury
Weekly Processes	
[4]	Payroll check reconciliation
[5]	Accounts payable check reconciliation
Monthly Processes	
[6]	Deposits reconciliation
[7]	Proof of cash – payroll, accounts payable and other
[8]	Payroll/FIS reconciliation, as needed
[9]	Reimbursement reconciliation
[10]	Treasury transfers for monthly expense reimbursements
[11]	Adjust Banner bank fund cash account balances
[12]	Record Treasury interest earnings for institution-specific Treasury accounts
[13]	Record Treasury banking charges for institution-specific Treasury accounts
[14]	Research and resolve outstanding items
Ongoing Processes	
[15]	Monitor Banner funds and Treasury accounts for maintenance of positive cash balances
[16]	Incoming ACH and Wires
[17]	Outgoing Wires
[18]	Maintenance of Treasury authorized signers
[19]	Establish Treasury accounts

I attest that the Treasury reconciliation and reimbursement processes listed above have been successfully completed.

Authorized Signature

Date

Institution