

JPM Chase – Remote Check Capture User Guide for Gift Checks

JPM Chase - Remote Check Capture User Guide and *JPM Chase – Detailed Cash-Check Deposit Procedure* for non-gift deposits is available at the Office of Finance’s [References website](#).

DELIVERY PROCEDURES **ENDOWMENT GIFTS**

If you are unsure that a check is a Gift or that it is intended for an Endowment, please ask your Development Officer for clarification and assistance.

Per SAM policy, endowment checks are required to be sent to Treasury promptly so that they can be deposited within three business days and in accordance with University of Houston’s policies and best practices.

SAM 03.F.02 – Endowment Management

3.12.6. The Treasurer is responsible for: The deposit and transfer of endowed funds.

- **DO NOT** deposit checks in which any portion is to be recorded to an endowment.
- Gift checks in which in any portion is to be recorded to an endowment must be delivered to Treasury with:
 1. Gift Transmittal Form completed and printed using the following choice:
 - “I have a check made payable to a UHS University that will be delivered to Treasury for deposit as an Endowment Gift.”
 2. Gift Documentation copied and printed:
 - Copy of each check with the MICR line (routing/account line) and any other sensitive information redacted, and should include the check remittance advice (top voucher sections attached to checks) when present
 - All related agreements, notes, communications (emails, letters, return devices, etc.), and envelopes in which the donation and related communications were received
- Department contacts UHPD to deliver the check, redacted copy of check, printed GTF, and printed documentation to Treasury:
 1. Contact UHPD for Money Transfer: UHPD: Money Transfer Requests - University of Houston
 2. for delivery to Treasury / Room 10 / E. Cullen
- Treasury coordinates with Gift Compliance & Management to share all necessary documentation.
- Treasury initiates the Journal to move money to PeopleSoft Cost Centers.
- Gift Compliance & Management creates Deposit Batch (TR Batch) in EngageUHS and records the donation.

➤ Treasury welcomes your questions and inquiries to 713-743-8782 .

REMOTE DEPOSIT PROCEDURES

NON-ENDOWMENT GIFTS

If you are unsure that a check is a Gift or that it is not intended for an Endowment, please ask your Development Officer for clarification and assistance.

- Gift checks in which no portion is to be recorded to an endowment must have a Gift Transmittal Form and Gift Documentation prepared before submitting the remote deposit:
 1. Gift Transmittal Form using the following choice:
 - “I have a check made payable to a UHS University that is a Non-Endowment Gift, that I have remote deposited to Group: 10032 – H0032-10032 UH GPR.”
 2. Gift Documentation file attached to the Gift Transmittal Form should include:
 - an image of each check with the MICR line redacted and should include the check remittance advice (top voucher sections attached to checks) when present.
 - all related agreements, notes, communications (emails, letters, return devices, etc.), and envelopes in which the donation and related communications were received.
 - **NOTE:** Add the **Submission Confirmation Receipt** from the remote deposit to this file before attaching the Gift Documentation to the Gift Transmittal Form.
- Follow the Office of Finance’s **JPM Chase - Remote Check Capture User Guide** instructions in the **Capture Transactions** section, using the following information for the deposit:
 1. Program: 2823273 – RDC – UH MAIN
 2. Capture Type: Check(s) Only
 3. Group: 10032 – H0032-10032 UH GPR
 4. Expected Total Checks: *(number of checks)*
 5. Expected Total Amount: *(total amount of checks)*
 6. Batch Number: *(depositing Division’s assigned ULID number)*
 7. Deposit Account: 552823273
 8. Country: UNITED STATES OF AMERICA
 9. Currency: USD
 10. Deposit Cutoff Time: *(defaults)*

The screenshot shows the 'Capture Transactions' form in the JPMorgan Receivables Online interface. The form is organized into two columns of input fields. The left column includes: Program (Required) with value '2823273 - RDC - UH MAIN', Group (Required) with value '10032 - H0032-10032 UH GPR', Expected Total Checks (Required), Batch Number (with a note '(if not entered, will be auto-generated)'), Deposit Account with value '552823273', and Currency with value 'USD'. The right column includes: Capture Type (Required) with value 'Check(s) Only', Expected Total Amount (Required) with a note '(###,###.##) (Required)', Country with value 'UNITED STATES OF AMERICA', and Deposit Cutoff Time with value '09:00 PM CST'. At the bottom right of the form, there are two buttons: 'RESET' and 'SCAN'.

- Once the deposit is captured and submitted, you will receive a success message and will have the option to view/print the **Submission Confirmation Report**. Print the **Submission Confirmation Report** and add it to the Gift Documentation file.
 - Submit the Gift Transmittal Form with the Gift Documentation file attached.
 - **NOTE: DO NOT** submit Journal Entries for Gift Check deposits.
- Gift Processing & Records welcomes your questions and inquiries to 713-743-8910 .
- All exceptions must be approved by the Executive Director of Gift Compliance & Management.