Operating Procedure: Student Deposits for Unregistered Students

This guide outlines the standard operating procedure for departments at Idaho State University (ISU) to collect seat deposits from prospective students who have not yet been issued an official ISU Student ID.

Phase 1: Account & Collection Setup

1. Establish a Holding Account

Before collecting any funds, departments must set up a temporary destination for the incoming deposits. Work with your department's financial officer or the University Business Office to create a dedicated holding account.

- Action Required: Secure and document the specific accounting code and index code for this new holding account.
- Importance: You will need both of these codes to configure your payment gateway in the next step.

2. Create an ISU TouchNet uStore

To securely process payments and capture payer data, you will use a TouchNet online store. If you don't have one, you could request it by following the steps:

1. Navigate to the ISU TouchNet Administration Page at https://www.isu.edu/touchnet/.
2. Complete and submit the **ISU TouchNet uStore Request Form**.
3. Input the accounting and index codes from Step 1 when prompted for the fund destination.

Data Capture Requirements: Ensure the uStore is configured to require necessary identifying information during the transaction so you can match the payment to the student later. The following fields are strongly recommended:

Field Name	Purpose for Collection	Requirement Level
Legal First and Last Name	Primary identification and matching to admissions records.	Required

Field Name	Purpose for Collection	Requirement Level
Personal Email Address	Communication channel.	Required
Phone Number	Alternative contact method if email communication fails.	Recommended
Anticipated Program Start Date	Seat reservation and academic planning	Recommended

Phase 2: Tracking & Reconciliation

3. Monitor and Track Payments

While the TouchNet uStore handles the transactional collection, the department is responsible for manual tracking and reconciliation.

- Maintain a secure, internal ledger (e.g., a shared spreadsheet or department database) of all students required to pay the seat deposit.
- Regularly cross-reference your TouchNet transaction reports against your internal ledger to track which students have successfully paid and which have outstanding deposits.
- Continue to monitor the admissions and registration status of these students to identify when their official ISU Student IDs are generated.

Phase 3: Fund Transfer & Application

4. Request Fund Transfer via the Cashier's Office

Once the prospective students have been officially onboarded and issued their ISU Student IDs, the funds must be moved to their individual student accounts.
Compile a finalized list of the paid students, including their newly issued ISU Student IDs and the exact deposit amounts paid via TouchNet, and communicate with the Cashier's Office to move the funds.