

## Preparing Deposits for Armored Courier

These instructions are for deposits picked up by the Armored Courier service. After preparing your deposit for the bank, the deposit needs to be entered in myUFL.

#### **NOTES:**

- Cash and checks can be deposited together on one deposit ticket.
- Multiple deposits can be placed into one bag for Armored Courier deposits.
- Deposits picked up directly from the department by the Armored Courier will be delivered to the bank for same-day processing.
- Deposits dropped off at Health Science Center Post Office by 8:00 am will be picked up by Armored Courier and delivered to bank for same-day processing.
- Utilizing the Armored Courier service requires a fee. Contact the UF Cashiers Office for details at 352-392-0185.

#### COUNT AND BUNDLE CASH AND COINS

#### Cash

- 1. Place all cash face up, in the same direction and sort by denomination.
- 2. Bundle in full straps (100 bills of the same denomination) if quantity permits.
- 3. If less than a full strap, secure the remaining bills in one bundle using a rubber band or paper clip.

#### Coins

- 4. Loose coins (unrolled)
  - a. Mixed denominations can be placed in one coin envelope or in separate coin envelopes by denomination.
  - b. If \$50 or less in loose coins, include in the same deposit bag as the cash and checks.
  - c. If over \$50 in loose coins, place in a tamper-evident coin deposit bag and use a separate deposit ticket.

### 5. Rolled coins

- a. If 5 rolls or less, include in the same deposit bag as the cash and checks.
- b. If over 5 rolls, place in a tamper-evident coin deposit bag and use a separate deposit ticket.

### IMPORTANT: Do not write anything on the coin wrappers.

### **REVIEW CHECKS FOR ACCURACY**

6. Verify the written amount on the check agrees with the numerical amount.



Verify the check is payable to the University of Florida or a department within the university.

**NOTE:** Checks payable to a DSO or someone other than the university (e.g., UF Foundation) should not be deposited unless endorsed over to UF by that payee.

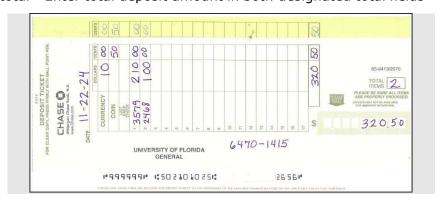
- 8. Verify all checks have been properly endorsed on the back with departmental stamp. For information regarding endorsement stamps, contact the Cashier's office.
- 9. Remove any staples and/or check stubs.
- 10. Stack all checks by size, face up, in the same direction.

### PREPARE BANK DEPOSIT TICKET

- 11. Complete a deposit ticket from the deposit book. Enter the following information:
  - a. Deposit date the date the deposit will be processed by the bank

## **NOTES:**

- Date Armored Courier picks up deposit = same day deposit.
- Dropped off at HSC PO by 8 am = same day deposit.
- b. Currency (cash) total
- c. Coin total
- d. Check total List each check individually or enter combined check total
- e. Total Items Enter total number of checks
- f. Deposit total Enter total deposit amount in both designated total fields



- 12. Include the original copy of the deposit ticket with the cash, coin, and checks.
- 13. Retain the duplicate copy of the deposit ticket for the department records as part of the support documentation.

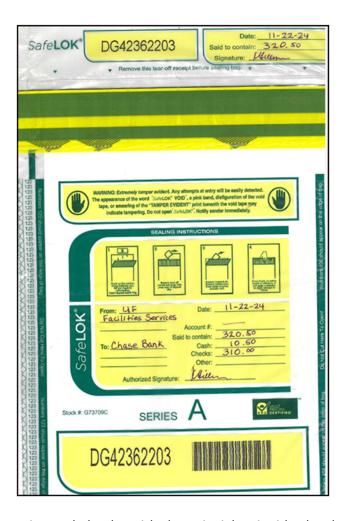


### ENTER YOUR DEPOSIT IN MYUFL

- 14. Follow the steps outlined in the Instruction Guide for Making a Cash/Check Deposit in myUFL.
- 15. Use the six-digit number on the deposit ticket as the **Payment ID** in myUFL. (i.e. 999999)
- 16. Write the deposit unit and deposit ID from myUFL on your deposit ticket.

# PREPARE FOR ARMORED COURIER PICKUP

17. Complete the information on the outside of the clear, tamper-evident deposit bag (refer to image below) using a ball point pen. Customer Name should be **University of Florida** – **Your Department Name**.

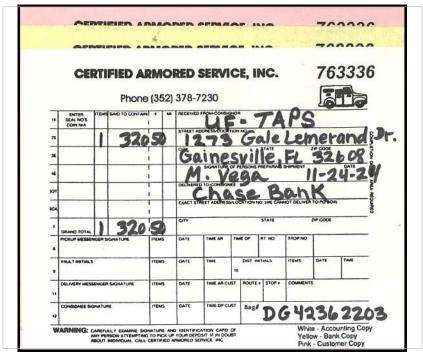


18. Place currency, coin, and checks with deposit ticket inside the deposit bag and seal. Tear off tab and retain for your records.

IMPORTANT: Do not include any other documentation in the deposit bag.



19. Complete a courier manifest. Retain a copy for your records after it has been signed by the courier.



20. Give the Armored Courier the sealed deposit bag for delivery to the bank.

Important: If you miss the Armored Courier pickup, it is critical to change the deposit Accounting Date in myUFL to the business day the courier will bring funds to the bank.

# FOR ADDITIONAL ASSISTANCE

**Technical Issues** The UF Computing Help Desk 352-392-HELP helpdesk.ufl.edu

**Policies and Directives UF Cashiers Office** 352-392-0185 TM DepositSupport@admin.ufl.edu