

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.

7. 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

CHASE BANK
DEPOSIT TICKET
FOR CLEAR CREDIT FROM FINANCIAL INSTITUTIONS

DATE: 11-22-24

CURRENCY	COIN	CHECK	TOTAL
10.00	3579	2468	320.50

UNIVERSITY OF FLORIDA
GENERAL

6470-1415

320.50

99999999 502101025 2656

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**.

The image shows a clear, tamper-evident deposit bag with a yellow label. The label contains the following information:

- SafeLOK®** logo and ID number: DG42362203
- Date: 11-22-24
- Said to contain: 320.50
- Signature: [Handwritten Signature]
- Remove this tear-off receipt before sealing bag.
- WARNING: Extremely tamper evident. Any attempts at entry will be easily detected. The appearance of the word "SafeLOK" VOID, a pink band, discoloration of the void tape, or smearing of the "TAMPER EVIDENT" print beneath the void tape may indicate tampering. Do not open SafeLOK. Notify sender immediately.
- SEALING INSTRUCTIONS: Four diagrams showing how to seal the bag.
- From: UF Facilities Services
- Date: 11-22-24
- Account #: [Blank]
- Said to contain: 320.50
- To: Chase Bank
- Cash: 10.50
- Checks: 310.00
- Other: [Blank]
- Authorized Signature: [Handwritten Signature]
- Stock #: G73709C
- SERIES A
- SafeLOK logo
- ID number: DG42362203
- Barcode

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.

16		ENTER SEAL NO'S DOWN HERE	ITEMS	SAID TO CONTAIN	#	NO	RECEIVED FROM CONSIGNOR
75		1	32050				LE-TAPS STREET ADDRESS/LOCATION NO. 1273 Gale Lemerand Dr. CITY STATE ZIP CODE Gainesville, FL 32608 SIGNATURE OF PERSONS PREPARING SHIPMENT DATE M. Vega 11-24-24 DELIVERED TO-CONSIGNEE Chase Bank EXACT STREET ADDRESS/LOCATION NO (WE CANNOT DELIVER TO PO BOX)
36							
46							
507							
508							
7		GRAND TOTAL	1	32050			CITY STATE ZIP CODE PICKUP MESSENGER SIGNATURE ITEMS DATE TIME AM TIME PM RT NO STOP NO YAKT INITIALS ITEMS DATE TIME DELIVERY MESSENGER SIGNATURE ITEMS DATE TIME AM CUST ROUTE STOP COMMENTS CONSIGNEE SIGNATURE ITEMS DATE TIME OF CUST Bag# DG 4236 2203

WARNING: CAREFULLY EXAMINE SIGNATURE AND IDENTIFICATION CARD OF ANY PERSON AUTHORIZED TO PICK UP YOUR DEPOSIT IF IN DOUBT ABOUT INDIVIDUAL, CALL CERTIFIED ARMORED SERVICE, INC.
 White - Accounting Copy
 Yellow - Bank Copy
 Pink - Customer Copy

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