

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 sequentially numbered 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. Print your name on the Prepared By line.

13. Include the original copy of the deposit ticket with the cash, coin, and checks.

14. Retain the duplicate copy of the deposit ticket for the department records as part of the support documentation.

ENTER YOUR DEPOSIT IN MYUFL

15. Follow the steps outlined in the **Instruction Guide for Making a Cash/Check Deposit in myUFL**.
16. Use the deposit ticket number as the **Payment ID** in myUFL.
17. Write the deposit unit and deposit ID from myUFL on your deposit ticket.

PREPARE FOR ARMORED COURIER PICKUP

18. 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**.

Remove this tear-off record BEFORE sealing bag.
DATE: 2-4-22
AMOUNT: 2400.00

54471105 **Tear off and retain**

WARNING: ATTEMPTS TO OPEN THIS BAG WILL ACTIVATE THE HIGHLY TAMPER EVIDENT VOID TAPE. IF ACTIVATED DO NOT OPEN, NOTIFY SENDER IMMEDIATELY.

54471105

DEPOSIT TICKET
INSERT DEPOSIT TICKET IN SMALL "WINERY" POCKET

INSERT IN LARGE MAIN COMPARTMENT

CASH and/or CHECKS

SEALING INSTRUCTIONS

1. Remove tear-off strip at top of bag. Stick tip in your receipt.
2. Complete all information on this deposit ticket in ball point pen.
3. Insert deposit ticket in small "winery" pocket.
4. Load contents in large pocket of bag in indicated order.
5. Peel off release strip. Seal bag by sliding remaining contents into slots.
6. Press all release strips together to seal bag.

FROM: Customer Name: UF - TAPS
Location: WELLS FARGO BANK
Date: 2-4-22
Deposit Said to Contain \$ 2400.00
Deposit Contents: Currency & Coin (USD limit for coin)
 Checks

#13195 **Mark if Checks or Currency & Coins**


Fill in

- UF – Department Name
- Date
- Total Deposit Amount

19. 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.

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

CERTIFIED ARMORED SERVICE, INC.		743937
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Phone (352) 378-7230		
14	ENTER SEAL NO'S COIN #/A	RECEIVED FROM CONSIGNEE
25	1 2400.00	UF - TAPS
35		STREET ADDRESS/LOCATION NO
45		1273 Gale Lemerand Dr
50		CITY STATE ZIP CODE
60		Gainesville FL 32608
70		SIGNATURE OF PERSONS PREPARING SHIPMENT
80		Mona Vega 2-4-22
90		DELIVERED TO CONSIGNEE
100		Wells Fargo Bank
110		EXACT STREET ADDRESS/LOCATION NO (WE CANNOT DELIVER TO PO BOX)
120		CITY STATE ZIP CODE
130	GRAND TOTAL	1 2400.00
140	PICKUP MESSENGER SIGNATURE	ITEMS DATE TIME AM TIME DP RT NO STOP NO
150	VAULT INITIALS	ITEMS DATE TIME DIST INITIALS ITEMS DATE TIME
160	DELIVERY MESSENGER SIGNATURE	ITEMS DATE TIME AM CUST ROUTE # STOP # COMMENTS
170	CONSIGNEE SIGNATURE	ITEMS DATE TIME DP CUST Bag# 54471105

WARNING: CAREFULLY EXAMINE SIGNATURE AND IDENTIFICATION CARD OF ANY PERSON ATTEMPTING TO PICK UP YOUR DEPOSIT. IF IN DOUBT ABOUT INDIVIDUAL, CALL CERTIFIED ARMORED SERVICE, INC.

White - Accounting Copy
Yellow - Bank Copy
Pink - Customer Copy

21. Give Armored Courier 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