

PREPARING DEPOSITS FOR BANK DROP-OFF

These instructions are for deposits taken directly to a Wells Fargo branch. After preparing your deposit for the bank, the deposit needs to be entered in myUFL and taken to the Wells Fargo branch.

Notes:

- Cash and checks can be deposited together on one deposit ticket.
- Cash and checks can be combined and recorded as one deposit in myUFL.
- Wells Fargo **cutoff for same day credit** is determined by hours of operation at each branch.

COUNT AND BUNDLE CASH AND COINS

Cash

1. Place cash face up, in the same direction and sort by denomination.
2. Bundle in full straps, in the same denomination, with 100 bills each, 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. Mixed denominations can be placed in one coin envelope or in separate coin envelopes by denomination.
5. Coin wrappers can be used providing there is enough of the same denomination to make a full roll.

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 restrictively 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 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
 - 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, coins, and checks when deposit is delivered to the bank.
14. Retain the duplicate copy of the deposit ticket with 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](#).
 - Note:** The accounting date of the deposit will be the same date the deposit is delivered to a Wells Fargo branch.
16. Use the deposit ticket number as the **Payment ID** in myUFL.
17. Write the deposit unit and deposit ID from myUFL on the deposit ticket.

DELIVER DEPOSIT TO THE BANK IN PERSON

19. Deliver prepared deposit to a Wells Fargo branch teller.
20. Obtain deposit receipt from Wells Fargo and retain with the department records as part of the support documentation.

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