

## PREPARING DEPOSITS FOR BANK DROP-OFF

These instructions are for deposits taken directly to a JPMorgan Chase branch. After preparing your deposit for the bank, the deposit needs to be entered in myUFL and taken to the JPMorgan Chase 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.
- JPMorgan Chase 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.
- Verify the check is payable to the University of Florida or a department within the university.

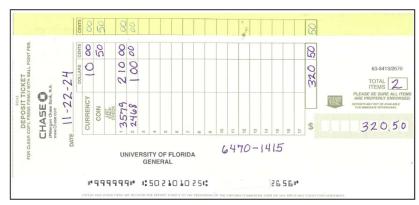
**Note:** Checks payable to a DSO or someone other than the university (e.g., UF Foundation) should not be deposited unless endorsed over to UF by that payee.

- 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 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. Include the original copy of the deposit ticket with the cash, coins, and checks when deposit is delivered to the bank.
- 13. Retain the duplicate copy of the deposit ticket with 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.

**Note:** The accounting date of the deposit will be the same date the deposit is delivered to a JPMorgan Chase branch.

- 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 the deposit ticket.



# DELIVER DEPOSIT TO THE BANK IN PERSON

- 19. Deliver prepared deposit to a JPMorgan Chase branch teller.
- 20. Obtain deposit receipt from JPMorgan Chase Bank 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

**Training and Organizational Development** 

**UF Human Resources**