



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.

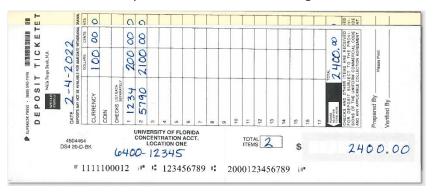
Note: Checks payable to a DSO or someone other than the university (e.g., UF Foundation) should not be deposited unless endorsed over to UF by that payee.

- 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 IssuesThe UF Computing Help Desk
352-392-HELP

Policies and Directives UF Cashiers Office 352-392-0185

 $help desk. ufl. edu \\ TM_DepositSupport@admin.ufl.edu$