

PREPARING DEPOSITS FOR DROP BOX

These instructions are for deposits placed in the drop box at Criser Hall. 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.
- Cash and checks can be combined and recorded as one deposit in myUFL.
- Deposits delivered to the drop box by **8 am Monday – Friday**, will go to the bank that same day.
- Multiple deposits can be placed in the same tamper-evident bag.

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 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

DEPOSIT TICKET

DATE: 2-4-2022

CURRENCY: 100.00

COIN: 0

CHECKS LIST EACH SEPARATELY:

1	1234	200.00
2	5790	2100.00

TOTAL ITEMS: 2

TOTAL: \$ 2400.00

UNIVERSITY OF FLORIDA
CONCENTRATION ACCT.
LOCATION ONE
6400-12345

1111100012 123456789 2000123456789

Prepared By: _____
Verified By: _____

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 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**.
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.

DELIVER DEPOSIT TO THE DROP BOX AT CRISER HALL

18. Complete the information on the outside of the clear, tamper-evident deposit bag (refer to image on next page) using a ball point pen. Customer Name should be **University of Florida – Your Department Name**.
19. Place cash, 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. Deliver the sealed deposit bag to the drop box located at Criser Hall.

The image shows a Wells Fargo deposit bag with the following details:

- Top left: "Remove this tear-off record BEFORE sealing bag." DATE: 2-4-22 AMOUNT: 2400.00
- Top right: ID number 54471105 with a red arrow pointing to it and the text "Tear off and retain".
- Center: A large box containing the ID number 54471105 and a barcode.
- Below the box: "DEPOSIT TICKET" and "INSERT DEPOSIT TICKET IN SMALL 'INNER' POCKET".
- Below that: "INSERT IN LARGE MAIN COMPARTMENT" with icons for "CASH" and "CHECKS".
- Below that: "SEALING INSTRUCTIONS" with six numbered steps.
- Bottom section:
 - FROM: Customer Name: UF - TAPS
 - Location #: _____ Date: 2-4-22
 - TO: **WELLS FARGO BANK**
 - Location: _____
 - Deposit Held to Contain \$ 2400.00
 - Deposit Contents: Currency & Coin (2400.00 for coin) Checks

Red arrows point to the "FROM" section with the text "Fill in" and a list:

- UF – Department Name
- Date
- Total Deposit Amount

Another red arrow points to the "Deposit Contents" section with the text "Mark if Checks or Currency & Coins".

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives

Banking & Merchant Services
352-392-0185
TM_DepositSupport@admin.ufl.edu