

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**.

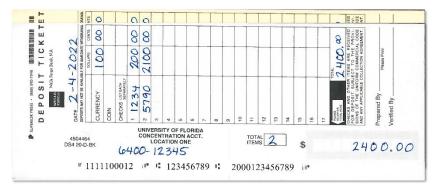
Note: Checks payable to a DSO or someone other than the university (e.g., UF Foundation) should not be deposited unless endorsed over to UF by that payee.



- 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



- 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.



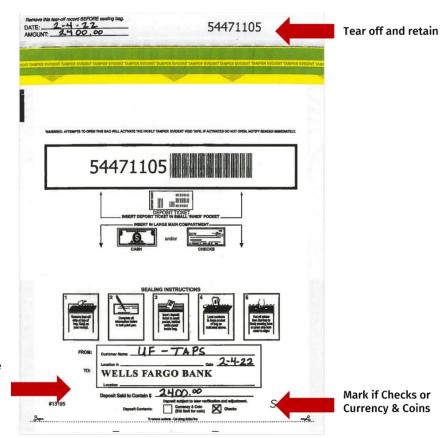


DELIVER DEPOSIT TO THE DROP BOX AT CRISER HALL

- 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.



Fill in

- UF Department Name
- **Total Deposit Amount**

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