|  |
| --- |
| **Office of the Controller Job Aid** |
| **Responsible Unit** | **Student Financials** | *03/21/2023* |
| **Title** | *Departmental Deposits* |

[UMB Cash Handling Procedure](https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/procedures/financial-services/handling-cash-and-depositing-umb-funds.php)  requires UMB cash/checks to be brought to the Cashier’s Office within 24 hours of receipt, or the next business day.

* Upon opening and logging checks for deposit, immediately endorse the check with the Wells Fargo Depository Stamp.
* Complete Online [Deposit Form](https://fm-appsrv-p.umaryland.edu/DepositForm/login.aspx) and print the completed PDF form.
	+ Instructions for Departmental Deposits, Expense Reimbursements, Sponsored Projects (SPAC) and Return of Undistributed Research Study Participant Cash can be found at <https://www.umaryland.edu/student-financial-services/university-cashier/>.
* Schedule an appointment at [University Cashier Microsoft Bookings](https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Foutlook.office365.com%2Fowa%2Fcalendar%2FUMBUniversityCashier%40umbcits.onmicrosoft.com%2Fbookings%2F&data=04%7C01%7Clljohnson%40umaryland.edu%7C6f8bffd79d17471a276e08d88d94a37c%7C3dcdbc4a7e4c407b80f77fb6757182f2%7C0%7C0%7C637415016818521330%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=GPuuI09H7ujtZmVJ%2BjKGz1emZO9ec0E25VaIL%2BfMVwg%3D&reserved=0).
* At the time of your appointment, please bring the completed deposit form, cash/checks and any additional backup required for SPAC or Customer Billing deposits.
	+ All departments must wait for a receipt.
* UMB departments are required to reconcile cash/checks deposited at the University Cashier’s Office to Quantum.