

FISCAL YEAR END 2023 Fact Sheet

Departmental Deposits

Department Use: For use by departments in the timely processing of deposits. Situations may occur that require processing outside of the dates listed below. Please consult your division's Chief Business Officer or central finance at UND.treasury@UND.edu for additional guidance.

Checks/Cash/Credit Card related to general revenue:

All payments (cash, checks, or credit card transactions) received by a department on or before June 29, must be submitted for deposit by June 29th 4:00 pm. Please complete an [electronic deposit form](#) and drop off cash and checks at the drop box, located in Twamley, Room 107.

Checks related to student accounts:

Departments who are submitting checks to be applied to a student account, please submit checks and student ID to One Stop Student Services, Memorial Union Room 302, no later than 3:00 pm on June 29. Please do not drop student payments in the Twamley Dropbox. Any checks related to student payments dropped in the Twamley dropbox will not be processed by the end of the fiscal year.

For departments accepting cash or checks, please practice procedures listed on [UND Treasury webpage](#).

For information about looking up a deposit, please [click here](#).

June 29

All electronic departmental deposit forms and the delivery of the associated cash/checks are due by 4:00 pm to the drop box, located in Twamley Room 107.

All payments on student accounts and the associated check and account number must be delivered to One Stop Student Services by 3:00 pm, located in the Memorial Union Room 302.

**Note-any cash, checks, or credit card transactions received on June 30 should be submitted for deposit as early as possible on June 30. UND Treasury and One Stop Student Services will try to process these deposits but cannot guarantee these will be processed by the end of the day on June 30.*