FISCAL YEAR END 2022 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.

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

Departments who are submitting checks to be applied to an account of an external organization (EXT ORG) or student account, please submit checks and external org ID or student ID to One Stop Student Services, Memorial Union Room 302, no later than 4:00pm on June 29th. Please do not drop external organization student payments in the Twamley Dropbox. These need to be delivered directly to One Stop Student Services.

For departments accepting cash or checks, please practice procedures listed on UND Treasury webpage.

For information about looking up a deposit, please click here.

Please note: UND central finance recommends that departments do not receive cash or checks within the department. For possible options for receiving payments electronically, please contact central finance at und.treasury@UND.edu.

June 29

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

All payments on account and the associated check and account number must be delivered to One Stop Student Services by 4:00pm, located in the Memorial Union Room 302.

*Note-any cash, checks, or credit card transactions received on June 30th should be submitted for deposit as early as possible on June 30th. 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 30th.

( NOTE: Please watch for communication in June regarding an upcoming change to the departmental deposit process. The process for departmental deposits will transition from the current electronic form to a process in Campus Solutions. Training documents will be provided to campus, however, this change may occur prior to fiscal year-end.

Updated: May 2022