

## FISCAL YEAR END 2024 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](mailto:UND.treasury@UND.edu) for additional guidance.

#### Checks/Cash Departmental Deposits:

All payments (cash or checks) received by a department on or before June 27, must be submitted for deposit by June 27. Please complete an [electronic deposit form](#) and drop off cash and checks at the drop box located at 1301 Ralph Engelstad Arena Drive OR in the drop box located in Twamley, Room 107.

#### Credit Card Departmental Deposits:

All credit card payments received by a department on or before June 27, must be submitted for deposit by June 28. If it is possible for a department to close their credit card terminal for June 28 by 3:00 PM on June 28, please submit these credit card payments on June 28. Credit card payments for any credit card terminals that are closed after 3:00 PM on June 28 will be processed in July 2024.

#### 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 27. Please do not drop student payments in the 1301 Ralph Engelstad Arena Drive or Twamley dropboxes. Any checks related to student payments dropped in the 1301 Ralph Engelstad Arena Drive or Twamley dropboxes 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](#).

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#### June 27

All electronic departmental deposit forms and the delivery of the associated cash/checks are due in the dropbox at 1301 Ralph Engelstad Arena Drive OR in 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.

#### June 28

Any credit card transactions that occurred on June 28 where the credit card terminal can be closed by 3:00 PM on June 28 should be submitted as a departmental deposit on June 28.