FISCAL YEAR END 2021 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 finance department or central finance at lisa.heher@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, or at Duplicating Services Located in Central Receiving. Please use the Duplicating Entrance to drop off deposits. Mailing Services will then deliver the deposits to the secure drop box daily. Departments dropping deposits at UND Mailing and Duplicating Services will be required to log the deposit.

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 no later than 4:00pm on June 29th.

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 lisa.heher@UND.edu.

June 29

All electronic departmental deposit forms and the delivery of the associated cash/checks to Duplicating Services Located in Central Receiving are due by 3:30pm or to the drop box, located in Twamley Room 107, by 4:00pm

All payments on account and the associated check and account number must be to Duplicating Services Located in Central Receiving by 3:30pm, or to One Stop Student Services by 4:00pm.

*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.