

University Deposits

Department Receives Payment

Acceptable
payment types:

- Cash
- Check
- Credit Card
- ACH
- Wire Transfer

Checks must be
restrictively
endorsed. (i.e. "For
Deposit Only")

Department Sends Payment to Business Center

- Complete CAS BC
Deposit Form
- Submit Infoporte
Financial Request
- Utilize secure
money bags for
physical cash/
checks
- Never send cash
through campus
mail

Business Center Accounting Tech Creates Regular Deposit in Connect Carolina

- Include required
chartfield
information
- Print Daily Cash
Transmittal

Business Center Accounting Tech Delivers Deposit to University Cashier

Within one day of receiving,
deliver items to Cashier's
Office:

- Physical Cash or Checks
- Daily Cash Transmittal
- Completed CAS Deposit
Form
- Credit Card, ACH, Wire
and Electronic Deposit
information (can be sent
electronically)

Timely reconciliation of
receipts and deposits should
be completed by a
supervisor

