DEPOSIT INFORMATION/INSTRUCTIONS

For questions on how to prepare a deposit or its processing, please call the Bursar's Office. For questions about your account/chart field string please call the OIT Help Desk.

Bursars Office
225 Whitmore Administration Building
PH: 545-5045
Teller's Hours: 9am – 4pm, Monday – Friday

OIT Help Desk
PH: 545-9400

How to prepare your money:
Cash:

*Please secure all cash and put coins in an envelope. Please remember that the Bursar's Office cannot accept foreign bills or coins.
*If there is a large amount of cash, including an add tape listing the denominations is helpful.
*Coins must be rolled if you have enough to fill a roller. Write speed type and account on each roller.

Checks:

*Review checks for the following criteria before submitting:
- -Date (checks are generally valid up for up to 6 months, unless stated otherwise on the face of the check.)
- -Payee should be UMass. You can include the department name or function after UMass. (Example: UMass/Alumni Magazine)
- -Numerical amount should be very legible.
- -Written legal amount. Checks cannot be processed without this filled in. Make sure that the legal and numerical amounts match.
- -Signature
- -Checks should be in US dollars drawn on a US bank. If you have a foreign check, it must be processed separately. For assistance, please call the Head Teller @ 545-5045.

*Write the speed type and account on the upper left quadrant on the face of each check. Do not write anywhere on the bottom of the check. Your deposit can't be processed without this information.
*Please do not stamp or write on the back of the check. The Bursar's Office will need to put their deposit stamp there.
*Checks can be submitted in batches of up to 100 per batch. Each batch must have an add tape included.

Credit Cards:

*Submit summary reports only, not individual sales slips. If you have more than one summary, please secure together and include an add tape.

How to fill out your deposit slip:

*Please type or write legibly.

*Completely fill out the name/address/phone section, as well as listing the total amounts of cash, checks and credit cards in the tender breakdown box.

*You must fill out all pertinent account information which includes speed type, account, fund, dept id, project/grant, and class, plus the amount you are depositing to that account. Fill in the GL business unit only when it is other than Amherst.

*Description is optional and up to 25 characters in length. Due to limitations in PeopleSoft, there can be only one description per deposit slip.

*Be sure to put the total amount of your deposit in the “total deposit” box.

*If you need a receipt sent back, check the “receipt requested” box.

*Please send a copy of the deposit slip along with your money to the Bursar’s.

How to make your deposit with the Bursar’s Office:

*****Deposits can be made at the Bursar’s Office tellers’ windows between 9am and 4pm.

Depositors need to wait in line for the next available teller.

*****If your deposit contains cash, the deposit should be brought in person to the Bursar’s Office or delivered through the campus police courier in a locked or sealed cash bag. If you have questions regarding cash handling procedures, please call the Controllers Office.

*Checks and credit card summaries can be sent through campus mail, but keep in mind the Bursars Office can’t be responsible for delays in mail delivery or possible lost mail.

Special deposit notes:

*Receipts will only be sent out by the Bursar’s Office if the request box has been checked.

*To verify if your deposit has been processed to your General Ledger: Go/Process Financial Information/Process Journals/Inquire/Ledger/Ledger Criteria. Input the appropriate chartfield criteria for drill down.

*If your deposit needs to be split over several account numbers, you can list up to 10 accounts per deposit slip. Example: You have one check that needs to be split between two different accounts. This is called a “multi-tran”. Please do multi-trans only when necessary, as they are time-consuming to process and will create multiple entries on the database. Do not do a multi-tran to differentiate between types of tender or list checks individually. Example: do not list the same account number over and over again because you have 5 checks or because you have $50 in cash and $100 in checks in your deposit.