



DEPARTMENTAL CASH RECEIPTING

The Controller's Office deposits checks received for all University departments that do not have cash receipting privileges, as well as all payments for External Invoices and Contract & Grant invoices. Public Service invoice payments can be processed by either the Public Service department or the Controller's Office.

ALL CHECKS MUST BE HAND-CARRIED TO THE CONTROLLER'S OFFICE. UNIVERSITY POLICY DOES NOT ALLOW CHECKS TO BE SENT THROUGH THE INTERCOMPANY MAIL.

If you have received a check that is a payment for:

- 1) An EXTERNAL INVOICE: Hand deliver the check to Marcia White in the Controller's Office, Hoggard Hall, suite 155.
- 2) A CONTRACT & GRANT INVOICE: Hand deliver the check to Marcia White in the Controller's Office, Hoggard Hall, suite 155.
- 3) A PUBLIC SERVICE INVOICE: Hand deliver the check to Marcia White in the Controller's Office, Hoggard Hall, suite 155.

If you have received a check that is payment for anything other than one of the above invoices, and you:

- 1) Have Cash Receipting Privileges: Prepare a Deposit Transmittal Form, stamp the back of the check with the "For Deposit Only, NC State Treasurer" stamp and deliver the check with the Deposit Transmittal to the Cashier's Office, King Hall, 2nd floor.
- 2) DO NOT have Cash Receipting Privileges: Prepare a Deposit Transmittal Form and hand carry the check with the transmittal to Marcia White, Hoggard Hall, suite 155. The Deposit Transmittal must have the following fields completed: Department, Funds Received From, e-mail receipt to, section 1 (either cash, check or credit card depending on the type of payment received), Fund Code, Account Number, Amount, Explanation of Deposit and Prepared by.

Please refer any questions to Marcia White, ext. 27086 or whiteme@uncw.edu.

Visit our website at <http://www.uncw.edu/ba/accounting/> for more information.

