

UNCW Receipt of Funds for Deposit

Controller's Office

Methods of Payment:

- Cash, Check or Money Order:
 - External / Non-Student Invoice payments and
 - Unidentified payments
 - Hand-deliver all cash, checks or money orders to the Billing Office located in the Admin Annex 2046M (even if a department has receipting privileges).

- Credit Card:
 - External / Non-Student Invoice payments:
 - Contact Linda Pandezanin in Student Accounts, ext. 2-4280 for all credit card processing.
 - Miscellaneous department payments:
 - If the department does NOT have a POS terminal, contact Linda Pandezanin in Student Accounts, ext. 2-4280 for credit card processing.

- Wired Funds:
 - External / Non-Student Invoice payments:
 - Email UNCWwires@uncw.edu (Cashier's Office) to advise them of expected wire amount and copy Billing@uncw.edu. Provide the UNCW invoice number (begins with S).
 - Miscellaneous department payments:
 - Email UNCWwires@uncw.edu (Cashier's Office) to advise them of expected wire amount. Provide Cashier's Office with deposit transmittal.