Deposits are done on a daily basis for cash, checks, and credit cards.

- **Monday, Wednesday and if necessary Friday** – On-line credit card payments are processed due to the conflict in billing the American Express terminal fees.
- **Tuesday and Thursday** – Cash, check, and in-house credit card payments are processed and should be received in FIO by 10:00 a.m. This is to allow for normal processing time by FIO and delivery to the Bursar’s Office by 4:30 p.m.
- **UT Policy states all monies received should be deposited within 3 business days.**

- All checks and cash payments should be receipted via the Online Receipting database.

- All checks should be stamped received with endorsement on the back of the check.

- Completed bag and deposit slip should be delivered with the deposit to FIO
  - Bag should be left open

- Copy of the check(s) and any necessary information regarding payment should be noted (ex. invoice number, course number, account number, gl code, etc.)

- Refreshment reimbursement (coffee money) should be coded to E01-1403/50GA881 for 7th Floor SMC and E01-1403/50GA882 for GEE-HBB.

- Two (2) copies of the deposit slip with receipt items should be printed and brought with the deposit.

- Three (3) copies of the log of checks should be printed and brought with the deposit.