ARMORED COURIER

Let's take a look at this enhanced process
Agenda

Part 1: Key Changes

Part 2: Purpose

Part 3: Prepare Deposit for Armored Courier

Part 4: Record Deposit in myUFL

Part 5: Next Steps
Key Changes

- Departments will complete their own banking deposit tickets
- Cash and checks can be combined into a single deposit
- Payment ID for myUFL deposit will be the deposit ticket number
- Convenient and secure method to deposit cash and checks

- Not required with deposit:
  - Deposit transmittal form
  - Lockable canvas bag and/or envelopes

End Goal

- Transition all units to at least one of the six new deposit options
- Discontinue use of lockable canvas bags and/or envelopes
Purpose

efficient and accurate
reduce time
enhance customer experience
Starter Kit & Manifest

Deposit Tickets

Tamper-Evident Deposit Bags

Courier Manifest *(supplied by courier)*
Prepare Deposit for Armored Courier Pickup
1. Complete your own deposit ticket and deposit.

2. Deposit Cash/Checks together on one deposit ticket.

3. Ensure the date on the deposit ticket is the same date the deposit will be processed at the bank.

4. Enter deposit in myUFL before giving to courier.

5. Complete courier manifest.
UNIVERSITY OF FLORIDA CONCENTRATION ACCT.
LOCATION ONE

6400-12345

TOTAL ITEMS 2

$ 2400.00

DEPOSIT TICKET

DATE 2-4-2022

CURRENCY

COIN

CHECKS UNTIL SEPARATELY

1234 200.00

5790 2100.00

2400.00

Prepared By

Verified By
Fill in
• UF – Department Name
• Date
• Total Deposit Amount

Mark if Checks or Currency & Coins
Record Deposit in myUFL
Key Points

1. Deposit Cash/Checks together in myUFL
2. Enter the deposit in myUFL before giving to the courier
3. Make myUFL deposits to Concentration Account (0006) rather than Vault (UFV)
4. Enter the deposit ticket number as the Payment ID in myUFL
5. Write the deposit unit and deposit ID from myUFL on your deposit ticket
Regular Deposit

Unit: 6400  
Deposit ID: NEXT  
Date: 02/04/2022  
Balance:  
Balanced:  

Payment Information

Payment Seq: 1  
Amount: 2,400.00  
Payment ID: 1111100012  
Currency: USD  
Pymt Ref:  
*Accounting Date: 02/04/2022  
Journal Directly:  
Attachments: (0)  
Apply Payment:  

Customer Information

Customer ID:  
Remit From:  
Name:  
Corporate:  
SubCust1:  
MICR ID:  
Business Unit:  
Remit SetID:  
Corporate SetID:  
SubCust2:  
Link MICR:  
Process Questions?
Replenish Deposit Supplies

Deposit Tickets
Contact UF Cashiers Office
352-392-0185
TM_DepositSupport@admin.ufl.edu

Tamper-Evident Deposit Bags
Place order via myUF Marketplace
Office Depot / Mr. Paper
CONTROLTEK Tamper-Evident Deposit Bags
Item # 639490 OR 621320
Next Steps

Complete the Deposit Options Form and tell us where to send your Starter Kit
August & September
• New deposit options training

October
• New deposit options go live and UF transition begins
• Launch of the redesigned PST021 Making Deposits in myUFL training course

November & December
• UF community transitions to at least one of the new deposit options

January
• All units transitioned to at least one of the six deposit options by January 6, 2023
• Discontinue use of lockable canvas bags and/or envelopes

All UF units transitioned to new deposit options!
Contact Us

TM_DepositSupport@admin.ufl.edu