

Information

Deposit Methods

Effective

March 1 2014

Applicability

This policy applies to University employees administrators faculty and staff

Administrative Authority

Vice President for Finance and Chief Financial Officer

Responsible Unit

Controller's Office

Treasury Management

Service Complex, Louisville, KY 40292

502-852-8253

treasmgt@louisville.edu

History

Revision Date(s): February 27, 2014; April 20, 2020

Reviewed Date(s): April 20, 2020

Categories

Statement:

There are two primary methods the University of Louisville has available for departments to utilize when depositing funds received (checks, currency, and coin).

All deposits are to be made within one working day of receipt and all checks are to be restrictively endorsed regardless of the method used. The Excel posting grid of deposit is to be emailed to University Accounting within one working day for all methods, unless alternative arrangements have been made with University Accounting for automatic posting.