

## Departmental Deposit Quick Guide

- Beginning, Monday, February 3, 2014 all departments (with the exception of Athletics, Advancement and WFDD) need to submit their departmental deposits directly to Student Financial Services instead of taking your deposit to the Wells Fargo branch on campus.
  - Bring all cash deposits to the cashier's window located in Reynolda Hall, Room 107 along with a completed "FAS Deposit Form" . Please conceal the bank bag in a tote bag for security purposes. All cash should be organized in denominations (20s, 10s, 5s, 1s) and coins rolled (\$10 quarters, \$5 dimes, \$2 nickels, \$.50 pennies)
  - Deposits that only contain checks (no cash) may be sent via campus mail only if all checks are restrictively endorsed (stamped on the back with a WFU stamp). A "FAS Deposit Form" must accompany the deposit.
  - Deposits that only contain credit card payments may be emailed to [cashwfu@wfu.edu](mailto:cashwfu@wfu.edu). Please include the credit card settlement report and "FAS Deposit Form".
- All deposits (cash, coins, checks, etc.) are to be received by the cashier within 24 hours of receipt (excluding weekends and University holidays/closures)
- All gifts should be sent to Advancement and not deposited at the cashier's window.
- The "FAS Deposit Form" can be found on our FAS forms website:  
<http://finance.wfu.edu/forms#fs-deposits>
- Any person with deposit responsibilities is required to attend the "Workplace Safety While Transporting Deposits" class offered by University Police through the Professional Development Center on January 29, 2014 from 2-3pm or Feb 3 from 11-12pm.
  - <http://pdc.wfu.edu/events/p1856D0TG3t/>
- Additional information regarding the BB&T transition can be found in the news section of the FAS website:  
<http://finance.wfu.edu/news/university-selects-bbt-as-new-banking-partner>