

UCOP Business Resource Center

Fiscal Close Classes!



CHECK DEPOSITS

Are there any Fiscal Close deadlines relating to my daily check deposits?

Yes, if you want a deposit to appear in the June ledger, it must be deposited by June 30.

NOTE: all checks must be received by 2 pm to be deposited on that day. This will be especially critical on June 30th!

How do I make a deposit?

Complete the [Miscellaneous Receipt](#) form. The completed form and the checks should be hand carried to the BRC Cashier on the 9th floor of the Franklin Building by 2:00pm.

Is it okay to hang onto checks until I have several?

No, you should be depositing your checks as soon as they are received.

What if I receive checks on July 1st that I wanted in FY19-20?

UC works on a cash basis so any checks received after 2 pm on June 30, 2020 will be recorded in the new fiscal year.

What if I have additional questions about check deposits?

Please send questions to the BRC CAAP team email box at BRC-CAAP@ucop.edu and one of the team will reply to you.

What if we are still doing shelter-in-place in June, and I need to make a deposit?

Please follow the instructions as delineated on the April BRC Blast, below:

Depositing Checks during the Shelter-in-Place Building Closure

While the building is closed, mail is being picked up from the Post Office, which means that checks are arriving and waiting to be deposited. Because we want to ensure the health and safety of UCOP workers, including Social Distancing, the Business Resource Center CAAP cashiers have developed a process for check deposits with respect to the Governor's orders.

Check deposit service during the closure

To minimize the time a cashier will be in the office, the CAAP cashiers will be on site once a week if a deposit is required. Here's how it will work:

- *Check deposits will be made once a week on Friday afternoons, if needed.*
- *Checks that you want us to deposit should be delivered to the BRC with a completed Miscellaneous Receipt (Deposit) form.*
- *Drop checks off at the cashiering station, cubicle 9314E, at your convenience. Please leave your check and deposit form in an envelope addressed to BRC Cashiers.*
- *Send an email to BRC-CAAP@ucop.edu notifying cashiers of your deposit.*
- *Once the deposit is made, we will scan and email a copy of the Miscellaneous Receipt (Deposit) form for your records.*

Additional cashiering service

Prior to the closure, the CAAP Cashiers created a BRC Checks SharePoint website to help find homes for checks that are delivered to OP without enough information to identify the intended recipient.

When we receive a check without enough identifying information, we scan and upload it after removing sensitive bank information, and enter relevant details. Department contacts, who we've added to the recipient list, receive an email from SharePoint with a copy of the check image and check information each time a new check is uploaded to the site. This allows us to easily find homes for the orphaned checks.

During the closure, we will continue this service. The SharePoint website requires the employee's UCOP single-sign on, and access is by invitation only. If you have not been invited and think that you or someone in your department should be, please email BRC-CAAP@ucop.edu to be added. We will send out an invitation and instructions on how to use the site.

