



BANKING & ACCOUNTING OPERATIONS NEWSLETTER #3 NOVEMBER 2018

HOW TO MAKE DEPOSITS AT THE UNIVERSITY OF WASHINGTON

PART 2 – MAKING THE DEPOSIT

The first series of BAO's Newsletter will cover how to make cash/check deposits at the University of Washington, and will be covered in four separate newsletters:

- [Preparing your deposit \(Newsletter #2 October 2018\)](#)
- **Making the deposit**
- Claiming your deposit
- Foreign deposit

Making the Deposit

Once the deposit has been prepared, deposits can be made in one of the following options:

Option 1: Transporting the deposit by armored courier services

- Transport sealed deposit bag(s) to bank cash vault by utilizing an armored courier service such as Dunbar, Garda, Loomis, etc. For more information, please email bankrec@uw.edu

Option 2: Transporting the deposit to the nearest banking center

- The closest Bank of America banking centers to UW campus are located at the corner of the 47th NE street and University Ave and in U Village. For more locations, please visit [Bank of America](#).
- Per Bank of America requirements, please have your UW Husky Card in possession to make a deposit

Option 3: Transporting the deposit to the lockbox inside Schmitz Hall

- Open hours: M-F from 9am to 5 pm, located in room 129
- DO NOT send your deposits via campus mail to this address
 - o Mailing the deposit via campus mail does not adhere to the frequency of deposit requirement on SAAM 85.50.20 (Please review the [Cash Handling Policy](#) for further information)

Option 4: Sending the sealed deposit bag to Bank of America’s Deposit by mail

- Do not mail cash
- Recommended only for remote locations

Standard Mail	Overnight Mail
Bank of America Attn: Atlanta Bank by Mail PO Box 105576 Atlanta, GA 30348-5576	Bank of America Attn: Atlanta Bank by Mail Southside Center 6000 Feldwood Road Mail Code: GA4-004-01-52 College Park, GA 30349-3652

Below are some key guidelines to ensure proper cash handling when making deposits:

- Always store cash/checks in sealed deposit bags, envelopes, or locked containers during the transportation
- Practice segregation of duties when transporting/depositing cash
- Do not leave deposits unattended while transporting
- Contact UW Police if you need their assistance while transporting cash

Additional information can be found on BAOs website:

- [Check/Cash Deposit](#)
- [Cash Handling Policy](#)

BAO is committed to providing campus departments with high-quality customer services; Please send your feedbacks or suggestions to bankrec@uw.edu to help us improve our services.

GET TO KNOW BAO STAFF

Staff Member of the Month

Ha Nguyen, Compliance Analyst

- Ha is a Foster Alumni; she is happy that she can stay and work for the University in a well – diversified campus community.
- She had worked for UW Grant & Contract Accounting for two years before joining BAO Team in November 2017.
- She likes reading books and watching movies. The most recent book she just finished was *Leave Me* by Gayle Forman, and one of her favorite films of all time about Vietnam War is *The Deer Hunter*.