



## Deposit Routing and ACH Deposit Guidance

All funds received by the University of Wyoming are subject to the Receipt and Handling of University Funds [SAPP](#) and [DAPP](#).

Deposits received at the University of Wyoming should ultimately be routed to the Cashier's Office, Office of Sponsored Programs or Accounting Office as indicated in the table provided in this document. Some specifically outlined deposits are required to be remitted to, the Procurement and Payment Services Office or Office of Scholarships and Financial Aid who will process the receipt internally and then will remit the deposit to the Cashier's Office

Gifts, donations, or contributions being made to the University should always be deposited with the UW Foundation. **Do not deposit gifts, donations, or contributions at the Cashier's Office.**

If you have questions on how to handle a check or deposit, please contact the UW Accounting Office to receive guidance at 307-766-5777 or [accounting-office@uwyo.edu](mailto:accounting-office@uwyo.edu).

### ACH/EFT Payment to UW

If your department is expecting an ACH/EFT payment or reimbursement into UW's bank account notify the Accounting Office **and** the Office of Sponsored Programs with

1. The expected dollar amount.
2. Who is making the payment i.e., name of the customer, agency, or organization.
3. WyoCloud Account string or POET string.
4. Detailed reason UW is receiving the funds.
5. Date funds are expected (if known).

**If there is uncertainty about where to route any deposit, please contact the Accounting Office for guidance at 307-766-5777 or [accounting-office@uwyo.edu](mailto:accounting-office@uwyo.edu).**

## DEPOSIT REMITTANCE LOCATION

The following table should be used to determine the remittance location for UW funds. Deposit type should be based on the source of the funds.

Deposit type	Remit Checks / Receipts to:	How to Remit the Checks/Receipts	Deposit Process Notes
Deposit for payment of goods or services provided by a UW department or other funds that do not fall into the other categories in this table.	Cashier's Office Dept 3903 Knight Hall, Room 170	Refer to guidance at: <a href="https://www.uwyo.edu/fsbo/_files/docs/cashiers/how-to-make-a-departmental-deposit.pdf">https://www.uwyo.edu/fsbo/_files/docs/cashiers/how-to-make-a-departmental-deposit.pdf</a>	The Cashier's Office will record the deposit in the general ledger and deposit it to UW's bank account. Note: The expense class on deposit advice forms should always be 001.
Scholarships	Office of Scholarships & Financial Aid Dept 3335 Knight Hall, Room 174	Deliver the check to the Office of Scholarships and Financial Aid.	When the Office of Scholarships and Financial Aid has processed the check, it will be routed to the UW Cashier's Office for recording in the general ledger and deposit to UW's bank account.
Funds to Reimburse UW for P-Card Violation	Procurement & Payment Services Dept 3605 Merica Hall, Room 115	Deliver the check to the Procurement and Payment Services Office if you have been notified that a repayment to UW is required.	When the Office of Procurement & Payment Services has processed the check, it will be routed to the UW Cashier's Office for recording in the general ledger and deposited to UW's bank account.
Deposits related to ACH Funds	Accounting Office Dept 4330 Hill Hall, 5 <sup>th</sup> Floor North	Deliver the deposit to the Accounting Office	When the Accounting Office has processed the check, it will be recorded in the general ledger and deposited to UW's bank account.
Award / Grant / Project related	Office of Sponsored Programs  Dept 4330 Hill Hall, Room 534, 5 <sup>th</sup> Floor South	1. Mail to OSP via campus mail attn: <i>Melanie Austin</i> 2. Put the check in the drop box on the wall outside of the door of room 534 3. Deliver it to Melanie Austin at the front desk in room 534 Hill Hall	When the Office of Sponsored Programs has processed the check, it will be routed by the Office of Sponsored Programs directly to UW's bank account. Guidance can also be found on <a href="#">the Office of Sponsor Programs website</a> > FAQ's>Cash Management>How do I deposit a check?

**Gifts, Donations, and contributions should only be deposited at the UW Foundation, not at any of the locations in this table.**