

Agriculture and Natural Resources Cash/Check Deposits

ANR Cashiering Services

Jaime Santo serves as ANR's main cashier. Complete the attached form and attach the check and any supporting documents (letters, cards, or statements) that indicate the account the funds should be deposited in. Jaime will ensure cash and checks delivery to BRC for deposit.

All deposits must be delivered to Jaime no later than 1:00 p.m.

Deposit Form

BRC Cashiering Services

The BRC serves as a main cashiering station for UCOP. The cashiering station is located on the 9th floor of the Franklin Building.

- Hours are 8:30 a.m. - 12:00 p.m. and 1:00 p. m. - 2:00 p.m. for same day deposit.
- Look for the large \$ sign to direct you to the cashier on duty.

Checks should be delivered to the BRC upon receipt. Under no circumstances should checks be routed to other offices to obtain recording information (BUS-49 VIIB.3).

All checks must be made payable to the Regents of the University of California (UC Regents). (BUS-49 VIIB.1).

The miscellaneous receipts transmittal form must indicate the appropriate account/fund and describe the reason for the receipt (e.g. reimbursement for personal phone charges, payment for employee benefits during leave).