

DEARBORN ADMINISTRATIVE GUIDE

Section: Business and Financial Services
Subject: Cash Receipts
Issued by: Financial, Budget & General Services
Number: 502.2
Date Revised: 1/2003

When cash or checks are received by a department, they should be taken to the Cashier's Office as soon as possible. [Standard Practice Guide Section 502.2](#) specifies that deposits must be made daily unless other arrangements have been approved by the University Controller. All deposits of gifts are to be taken directly to the Development Office.

If the account in which the funds should be deposited is unknown or not yet established, the funds should still be deposited at the Cashier's Office. The funds will be placed in a holding account and later transferred to the appropriate account.

The [Cash Receipt Ticket](#) and instructions for completion are available on-line at: <http://www.umich.edu/~finops/FormsReports/Forms/>