



April 3<sup>rd</sup>, 2023

Re: Cashier/Bank Deposits

In order for UTM to meet the Financial Services Department deadlines regarding cheque deposits, please ensure that all deposits are deposited in the UTM Cash Drop Box no later than

**Friday, April 14, 2023.**

Deposits made directly with the bank (credit/POS) or the UTM Cash Drop Box must be recorded in FIS no later than **Friday April 21, 2023**, and the banking reports and backup documentation received by Cashier at 215 Huron Street no later than **Wednesday April 26, 2023 at 12:00 pm.**

For the next fiscal year recording:

- Deposits and processing can resume on Monday, May 1, 2023.

If you have any questions, please contact me.

A handwritten signature in black ink, appearing to read 'Vesela'.

**Vesela Angelova, CPA, CGA, MBA**

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