



April 1st. 2025

Re: Cashier/Bank Deposits

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

Friday, April 11, 2025 by 5pm. (This requires departments NOT to process deposits in FIS, which will not reach the UTM Cash Drop Box by this submission deadline)

Deposits made directly with the bank must be recorded in FIS no later than **Wednesday, April 23, 2025 at 12pm**, and the banking reports and backup documentation received by the Cashier's Office (fsdcashiersoffice@utoronto.ca) no later than **Thursday, April 24, 2025 at 5:00 pm**.

For the next fiscal year recording:

- Deposits and processing can resume on Thursday, May 1, 2025.

If you have any questions, please contact me.

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

Vesela Angelova

Assistant Director, FIPS & Special Projects | Budget, Planning & Finance

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