March 12, 2020

Re: Cashier/Bank Deposits

In order for UTM to meet the Financial Services Department deadlines regarding cash deposits, please ensure that all deposits are in the drop box no later than **Monday April 20, 2020**.

Deposits made directly with the bank (credit/POS) must be recorded in FIS no later than **Thursday, April 23, 2020 at 5:00pm**, and the banking reports and backup documentation sent to 215 Huron Street Cashier no later than **Tuesday April 28 at 3:00 pm**.

If you have any questions, please contact me.

Sonia Lizzi

Assistant Director, Administrative Units