

Depositing of University funds Received

The Ohio Revised Code requires that all funds received by a State institution be secured, and deposited **within one day**.

Any checks or cash received should be taken to the Cashier's Office in Main Classroom building for deposit. A receipt for the deposit will be issued by the Cashier's Office. If there is a need to have the information provided on checks that are being deposited, please make a copy rather than keeping the original check and not depositing it in a timely manner.