Cash or Checks for Fundraising

When cash or checks are received from fundraiser, please go to the deposit forms page of the UMMSC website for appropriate deposit form.

If it is cash, the guidelines for banding cash for deposit are:
- within the bands of $100, bills must be facing the same way
- Singles are banded in batches of $25
- Bills NOT in groups of $100 are banded and amount is noted on paper band
- Coins are counted by denomination and placed in coin envelopes

If submitting checks, the checks should be listed on deposit sheet.

The cash and/or checks are totaled on deposit sheet and 2 copies are made, one for the program administrator and one for the SC.

BCPD is then called for escort and deposit is brought to the Cashier's Office.

**DO NOT** bring down deposits with a fund code that begins with a #2(gift donations) to the cash office. Bring those deposits to the UMMSC.

Checks for Gift Donations

Program administrator collects checks for donations. The checks are listed on deposit sheet and totaled.

The checks and deposit sheet should be hand-delivered to the SC.

Program administrator will receive and review the daily batch detail report from the UMMSC and will report any questions or issues to the UMMSC.

Credit Card Payment for Program Fees

Go to UMMSC website request form and select e-Market/CashNet for new CashNet setup. If this is a first-time request, you need to give a minimum lead time of 2 weeks.

On the e-Market form fill in the chart string, the department name, program name, the name of the retreat, the start and end dates, the amount to be collected.

Your request will be submitted to the Cash Office and you will receive confirmation from the UMMSC along with the link that you can send out to retreatants.

*Please note if your program is already set up in CashNet, go to the Submit Request Form on the UMMSC website and request activation for collecting your fees and remember to include the start and end date of the period of fee collection and the amount.*