

Repayment checks/money orders are processed by the Cashier's Office. Please see details below on their process to receive your repayment check or money order and the required documentation to enclose.

A screen shot from Finance Management Financials showing the journal posting for the deposit should be included in the receipt package of the expense report.

Required documentation to include with repayment:

- o The "FAST Deposit form" is located on the UCO website > forms page. Direct link: <https://www.usf.edu/business/finance/controller/about/cashierforms.aspx>. The upper-right section of the form (except for deposit number) as well as the lower-left section (accounts receivable payments) section should be filled in completely. The complete chart field string of the original expense line on the expense report, including the GL account, and two signatures for preparer and reviewer must be provided.

Please note: The Cashier's Office no longer accepts payments in person.

Checks or Money Orders should be mailed to the address below.

USF Business Payments
PO Box 947568
Atlanta GA 303947568

Checks or Money Orders can be dropped in Campus Drop Box Locations:

- o Tampa Campus – next to the main entrance of the student services building breezeway.
- o St. Petersburg Campus – east end of the Bayboro Hall main entrance.
- o Sarasota – Manatee Campus – next to the rotunda main entrance.