

Making Deposits Using an Automated Deposit Station

Important Information

 Departments that handle less than two thousand dollars cash and/or more than \$25 in coin or less than one thousand checks on a daily basis will make daily deposits using the automated deposit stations that are located around the Ann Arbor campus.

Security Notes:

The following guidelines are recommended by the American Bankers Association Education Foundation.

- Exercise discretion when carrying deposits to the deposit station, regardless of the size/amount. When traveling from building to building it is recommended that you carry the deposit bags in something larger, like a backpack or briefcase that appears less conspicuous than carrying exposed deposit bags.
- Vary your deposit schedule, even if by a few minutes each time.
- Scan the area as you approach the deposit station to check for any suspicious individuals or circumstances. If you spot anyone who makes you feel uncomfortable, proceed on your way and make the deposit at a later time. Report the incident to the Department of Public Safety if you are reasonably confident that the individual intends to commit a crime.
- Have your Mcard ready and in your hand as you approach the deposit station.
- Take the receipt for your departmental records after you have completed the deposit transaction.

Automated Deposit Station



1. Go to the nearest deposit station.

Note: Deposit stations have been strategically placed in buildings around the Ann Arbor Central Campus and North Campus area so that the vast majority of departments on campus are within a 5-minute walk of a deposit station. You can visit the [Treasury Management](#) website to find the location that is most convenient for you.

Mcard Reader



2. Press **A** and then insert and remove your Mcard from the card reader.

Note: This validates that you are authorized to access the deposit station and make deposits for the University.

The front of the Mcard must face to the right to be read correctly.

Scanner



3. Scan the barcode on the bag.

Notes:

- If you have multiple bags, each bag must be processed separately.
- Swiping the barcode creates a record of the specific bag you are depositing. Hold the bag right side up, approximately 3 to 6 inches from the beam. Allow the beam to read the bag's barcode.

Deposit Bin Door



4. Lift the deposit bin door, insert the deposit bag, and close the door completely.

Notes:

- The deposit station contains a sensor that detects when the bag has been dropped in the bin.
- If you have a lightweight deposit (i.e. one or two checks), fold the bag in thirds before inserting it into the bin. If you are issued a receipt that says "Deposit not detected", your bag was not bulky enough to register with the machine's sensor. Your bag is safe inside the machine. As always, verify that the bag was received by the bank.
- If you have multiple bags to deposit, please deposit them separately. Do not insert more than one deposit bag in the bin at a time.

Key Pad



5. If depositing additional bag(s), press “**A**” to indicate that you have an additional bag.

Note: Repeat steps 3 & 4 until all bags have been scanned and deposited.

6. Press “**C**” to complete the transaction and print a receipt.

Take Receipt



7. When you are finished depositing, the kiosk will print a receipt with the date/time of the deposit, your name, the number of bags deposited, and the bag numbers. Please allow machine to cut receipt. Ripping receipt will cause a jam. Retain this receipt until you have verified your deposit was received using the FN03 JrnlDetail Report in Business Objects.

Note: If your receipt reads, “Deposit not detected”, your bag may have been too light for the station to detect. Do not worry the deposit has been made properly and will continue as expected.