Deposit Instructions

General Information
To deposit funds it is important to work through the steps below to insure that the funds are deposited to the correct account and to insure you will have access to these funds when you need them.

Step 1.
Insure that you have a Conference Account or Contract account to deposit the fund to. If you do not have an account already setup please contact the CDCI Business Manager.

Step 2
After you have your account setup, you will need to insure that you have someone to receive the checks, record the payments and prepare them for the CDCI Business Office. It is important to keep a record of the individual checks as the deposits on your monthly report will only show the total of each deposit. If the checks are to be mailed to CDCI, please insure that your support person has a mailbox at the Center or make arrangements to have one set up.

Step 3
The Business office will only deposit checks that are made out to one of the three options below.

- UVM
- University of Vermont
- University of Vermont and State Agricultural College

It is your responsibility to insure that the checks are made out correctly. All check that are not addressed correctly will be returned to you. Any checks sent to CDCI should have Project/Conference name written in the memo line to insure the checks are distributed correctly.

Step 4
After you receive your checks and record them they need to be submitted to the Business office for processing. The checks should be put in Kathleen’s IN basket with a copy of the checks and a note stating which account to deposit them to.

The checks are then processed and taken over to the cashier's office.

If you have questions or need assistance please contact Kathleen Raymond at kdraymon@uvm.edu or call her at 802-656-1140.