

Deposit & Payment Instructions

Departments making a deposit:

1. On the provided tamper-evident deposit bags, complete the following information (use a ballpoint pen):
 - a. Write your department name, your name, and contact information in the From/Prepared By area
 - b. Write the amount of cash and checks in the appropriate Amount fields, and the Total Deposit Amount
 - c. Sign the bag in the Authorized Signature area
2. Place your complete deposit inside the bag and tear off the receipt at the top (*Note: It is fine to include cash with your deposit if it is secured in a tamper-evident bag*)
3. Put the deposit in the "Cashier Depository" drop slot. A receipt will be held until normal operations resume.
4. For questions, email cash.info@bfs.ucsb.edu

Students making payments:

1. Take a green envelope and a "Cashier's Office Record of Payment" slip from the box to the left of the "Cashier Depository" drop slot
2. Place your payment and completed Cashier's Office Record of Payment slip inside the envelope. Alternately, you can include a copy of your billing statement with your payment.
3. Put the payment envelope in the "Cashier Depository" drop slot. Your payment will be posted to your MyBARC student account online (<https://mybarc.ucsb.edu>) when normal operations resume.
4. For questions, email cash.info@bfs.ucsb.edu

IMPORTANT: Your payment **MUST** include your PERM Number or Billing Account Number for proper crediting to your account. Make sure your number is written on your check or Record of Payment slip, or is included on your billing statement before depositing your payment in the slot.