



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 Mart/FAST 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:
  - 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-hand section of the form (except for deposit number) as well as the lower (non-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 30394-7568

- Checks or Money Orders can be dropped in Campus Drop Box Locations:
  - Tampa Campus – next to the main entrance of the student services building breezeway.
  - St. Petersburg Campus – east end of the Bayboro Hall main entrance.
  - Sarasota – Manatee Campus – next to the rotunda main entrance.