Return to CU ANSCHUTZ MEDICAL CAMPUS
Payment Process

CU Anschutz is operating a hybrid model of remote and on-campus activity as of June 1, 2021. Below is the updated payment process. If you or your team comes on campus to prepare and submit deposits/payments, Anschutz Medical Campus protocols must be followed. Please refer to the campus website for guidance.

* Friday 6/18/2021 will be the last day OGC processes checks dropped off at the police station. *

* Final police station pick up will be 10am Friday 6/18/2021. June 21st the updated payment process detailed below will start. *

University Cash policy and requirements must be followed for ALL deposits. Please include the checks/cash attached to a completed Cash Receipt form via paperclip (no staples please).

- Cash Receipt form – Excel sheet from the Office of University Controller
- Exhibit A – Cash Receipt Forms and Instructions (.xls)
- Fiscal Policy 2-02 – Cash Receipts and Deposits

Sponsored Projects/Restricted Funds CHECKS

Checks (no cash and no credit card payments) can be drop in campus Mail Stop F428 located in Fitzsimons Building formally known as Building 500 room WG107. Checks will be processed Mondays and Fridays – pick up will be at 10am.

**Checks preferred payment method is Lockbox:
University of Colorado Denver
Grants and Contracts (grant #, PI initials)
PO Box 910238
Denver, CO 80291-0238

For any questions, please contact:
Shanelle Roquemore, Accounts Receivable Manager
E: Shanelle.Roquemore@cuanschutz.edu | P: 303-724-0260

Auxiliary/Unrestricted Funds CHECKS and CASH

Cash and custodial transactions can be dropped off or exchanged at the Bursar’s Office on Tuesday, Wednesday, and Thursday from: 8:30a – 11:30a and 12:30p – 4:00p payments will be processed within 1 to 2 business days during stated office hours

Drop Box (Check Payments ONLY) location is Education 2 North, 3rd floor – Room 3120A

For any questions, please contact:
Debra Dorsey, Customer Service Manager
E: Debra.Dorsey@cuanschutz.edu | P: 303-315-1800 Bursar Customer Service
Donations

It is standard process for all gift donations to go directly to CU Advancement office and/or CU Foundation. The CU Anschutz Advancement Office provided instructions below.

CU Anschutz Medical Campus

The following options continue to exist:

- **Wire Transfer** – *preferred method* Please contact Nicole Rodriguez for wire information.

- **Giving website** - giving.cu.edu. If unable to find fund that they want to give to, they can use the write-in option: https://giving.cu.edu/fund/write-fund.

- **Check** *least preferred* can be mailed to the following address:
  
  *University of Colorado Foundation*
  
  *P.O. Box 17126*
  
  *Denver, CO 80217-9155*

For any questions, please contact:

Brie Aguila, Assistant Vice Chancellor for External Relations

E: Brie.Aguila@cuanschutz.edu | P: 303-724-8202 | C: 970-302-5727