

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