

# OGC CHECK BOX

(Aka Brown box)

**The drop off box has been removed**

You can now drop checks for Restricted Funds (30,31, 34 and 35) at the **Bursar Office** Drop Box located in Education 2 North, 3rd floor – Room 3120A.

- Checks **MUST** be attached to a separate Cash Receipt form those checks for other non-sponsored funds.
- Checks can be dropped off or exchanged at the Bursar's Office on **Tuesday, Wednesday, and Thursday from 8:30a – 11:30a & 12:30p – 4:00p.**
- Payments will be deposited within 1-2 business days during stated office hours.
- 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).

If you have any questions or concerns, please contact

[OGC.4payments@ucdenver.edu](mailto:OGC.4payments@ucdenver.edu)