WNC Policy 7-3-2: Bank Deposits



1. Controller’s office and rural campus cashiering staff will deposition checks daily via the remote deposit process.
2. Controller’s office will deposit cash weekly. Additional deposits may be made as needed based on volume and amount on hand.
3. As directed by the Controller’s office, all other departments are required to deliver their deposits to the Controller’s office every three days unless the total exceeds $500. For amounts of $500 or more, the deposit shall be daily.



Revised: 2/14/2022 - CL