Deposit Kiosks

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see blue.
in everything we do.

An Equal Opportunity University
SafePak Corporation DK3 Deposit Kiosks

- Provides convenience to make cash and check deposits
- Simple
  - Touchscreen
  - Barcode readers
  - Depository similar to a mailbox
- Secure
  - SafePak Secure Retrieval System
  - Video monitoring via UKPD
- Deposit logging/tracking
- Emailed receipts for all transactions
  - Dated and timestamped
Deposit Kiosks Locations
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Funkhouser Building

In the hallway just outside of Student Account Services (Room 18)
Deposit Kiosks Locations

Ag Science Center North (aka. Ag North)

In the hallway just outside of the elevators and Mail Room on Ground Level
Deposit Process

- Prepare your deposit as you normally would according to Business Procedures Manual E-2-1 – Treasury Operations Manual, Section II
  - Be sure to route all Gifts to the University to the Office of Development, per BMP E-2-1, Section II., A.2.g
- Place deposits and Transmittal Forms into plastic, tamper-proof deposit bags
  - Separate deposit bags for checks and cash
  - If you need additional bags at no charge, please contact Treasury Services at 257-7356
Deposit Process

- Fill in the required information on the outside of the deposit bag
  - Department Name
  - Department Number
  - Date of Deposit
  - Cash or Check Amounts
  - Signature
  - SAP DOCUMENT NUMBER from Transmittal Form

- Seal the bag
  - Tear off receipt label and keep with a copy of your Transmittal form and Deposit Ticket for your records
Deposit Process

- Proceed to the Deposit Kiosks and make your deposit
  - Follow Deposit Kiosk Instruction Manual
  - See Deposit Kiosk Instructional Video
    - Will eventually be posted to the Office of the Treasurer website
- Once you return to your desk, check for your emailed receipt, print, and include with your records
Any questions?

Thank you!

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