

UNIVERSITY of HOUSTON

POLICE DEPARTMENT

UHPD Money Transmittal Procedure Change

On Monday, May 18, 2015 a new UHPD Deposit Request Schedule for the submission of Money Transmittals will be officially implemented to ensure Money Transmittals are delivered to the Bursar's Office or other indicated locations prior to the close of each business day. The new schedule is primarily arranged by dividing the campus into geographic locations. This modification will reduce fuel cost and decrease man hours through limiting the crisscrossing of the campus to retrieve transmittals entered at random times.

A link to the new schedule is posted on the bottom of the Money Transfer Request form on SharePoint. The times noted on the new Deposit Request Schedule indicate the time each department/building must submit their electronic Money Transmittal request via SharePoint (<http://uh.edu/police/transfers.html>) and are not the times an officer will arrive at your location. For same day pickup of your Money Transmittal, your request must be submitted before or at your designated time. Any "additional" pickups after will need to be approved by a dayshift UHPD supervisor. If you miss your submission time please process your request for the next business day.

No Money Transmittal Request will be dispatched after 2:30 PM. Any requests submitted after 2:30 PM will not be dispatched until the next business day. Please ensure your Money Transmittal complies with MAPP Policy 05.01.01 to prevent pickup delays.

If you do not see your department name on the list, adhere to a frame that is established for your specific building. To add your department to the schedule, or if you have any additional questions, please email Lieutenant Chad Leveritt at cleverit@Central.UH.EDU or call him at 713-743-0621.

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DEPOSIT REQUEST SCHEDULE		CALL 713-743-3333	
PREPARER	CALL BY	PREPARER	CALL BY
Health Center	08:00 am	Technology Annex 108	12:05 pm
Armistead Optometry 1208 (CO)	08:10 am	*Social Works 208	12:10 pm
Good Neighbor	08:20 am	*Melcher Hall	12:15 pm
Nueva CASA	08:20 am	Hilton Hotel 102	12:20 pm
Recreation Center 2000E (CO)	09:35 am	*Hilton Hotel 227	12:20 pm
University Center Games- B30E (CO)	09:45 am	ERP1 DAR 110	12:25 pm
Hilton Ground (CO)	09:55 am	ERP1 DAR 136	12:25 pm
Cougar Village 2 S127	10:00 am	ERP1 DAR 120	12:25 pm
CHANGE ORDERS (CO) REQUEST MUST BE SUBMITTED NO LATER THAN 10 AM		*ERP1 DAR 272	12:25 pm
		ERP2 112-D	12:25 pm
Welcome Center Building	10:05 am	*ERP2 229	12:25 pm
Athletic Alumni 201	10:15 am	ERP2 230	12:25 pm
Athletic Alumni 1003	10:15 am	ERP4	12:25 pm
*Athletic Alumni 2010	10:15 am	ERP19 100	12:25 pm
University Satellite 2A	10:20 am	*Ezekiel Cullen	01:00 pm
Houston Science Center (HSC)	10:20 am	Student Service Center North	01:10 pm
Science and Research 2	10:25 am	Student Service - Business Dept	01:10 pm
*Science and Research 1	10:25 am	Armistead Optometry 2195	01:15 pm
*Agnes Arnold Hall	10:30 am	Fine Arts 100	01:15 pm
A.D. Bruce Religious Center	10:40 am	*Fine Arts 120	01:15 pm
Roy Cullen	10:45 am	*Moore School of Music 120	01:20 pm
General Services	10:55 am	Moore School of Music 164	01:20 pm
McElhinney 306	11:00 am	Wortham Theatre	01:25 pm
McElhinney 325	11:00 am	*Communication	01:30 pm
*McElhinney 337	11:00 am	Garrison Gym	01:35 pm
McElhinney 347	11:00 am	*Charter School	01:40 pm
Heyne 126	11:05 am	Stadium Parking Garage	01:45 pm
*Heyne 128	11:05 am	Fleming 112	02:05 pm
Farish Hall	11:10 am	Cameron Child Care 154	02:10 pm
*MD Anderson 102, 212, 220	11:20 am	SERC Bldg	02:15 pm
*Clinical Research Center 1002	11:30 am	Child Care 100	02:20 pm
*Cameron 110	11:35 am	Clinical Research Center (CRS) 100	02:25 pm
*Philip Gutherie Hall (PGH)	11:35 am	Center for Public Broadcasting 235	02:30 pm
Student Service Center 206, 106	11:40 am		
Student Service Center 226	11:40 am		
Law Center 1	11:50 am		
Law Center 5	11:50 am		
*Law Center 30	11:50 am		
Architecture 122	11:55 am		
*Engineering 2 E421	12:00 pm		
*Technology	12:05 pm		

*These departments usually have multiple drop -off locations. If your room number is not listed please follow the time listed for your building.

The posted "CALL BY" time is your department's designated time to INITIATE a deposit request, not the expected arrival time of the officer.

** If your time has passed, please process your request for the next business day. Your transfer request can be placed prior to the above posting, but not after your expected time without prior authorization. Additional pick-ups need pre-approvals. If the request are not entered into SharePoint, the officer will not arrive at your office.

MAPP POLICY (05.01.01) will be enforced. Please verify compliance with this policy PRIOR to submitting your deposit request, i.e. MINIMAL monetary amount, documented signature approvals and printed journals.

If you do not see your building listed on this spreadsheet, please contact UH Police Dispatch (713) 743-0600 with your deposit request. Email Officer Wilkins at lbroussa@central.uh.edu; so a time can be assigned for your deposit request.

Any questions or concerns with the Money Transfer Program should be directed to UHPD Lieutenant Chad Leveritt Lt. Leveritt can be reached at cleverit@central.uh.edu or (713) 743-0621.