

Making Deposits, Petty Cash and Other General Information

GENERAL INFORMATION

Office Hours: Monday - Friday 9:00AM - 3:00PM

Summer Hours - May to August
Monday - Thursday 9:00AM - 3:00PM
Friday 9:00AM - 2:30PM

Phone Number: (215) 951-1055

Making a Deposit:

Checks - Please write on the back of each check the account number to which it is being deposited.

Cash - Write the account number on the deposit slip to which the cash should be deposited.

Please note - Never mail cash through Campus Mail.

For large cash deposits and at our busy times of the year, it is suggested that you call the office to make an appointment. This will save you time and ensure we have time to wait on you when you arrive.

Making a Withdrawal:

Petty Cash Reimbursement - Reimbursement for University authorized expenditures should be made using a Petty Cash Voucher. Please note the maximum cash reimbursement is **fifty dollars (\$50.00)** (For reimbursements over fifty dollars a check should be requested from the Business Office. Be sure to allow enough time.)

A completed Petty Cash Voucher should include the budget account number and a signature by the department head is required. Please be sure appropriate documentation is attached supporting the reimbursement. Payment will be made only to the person who the voucher is made payable.

For additional information - see Petty Cash under **Budget and Administration**

Travel Advances - Travel Advances are used for withdrawing money needed for University travel. The maximum that can be withdrawn is **two hundred and fifty dollars (\$250.00)**. To obtain a travel advance a Petty Cash Voucher needs to be completed. When completing the Petty Cash Voucher for a travel advance the travel advance box should be checked. See additional information in the section on the Travel Policy.

Upon completion of travel, a Travel Expense form should be completed. Please be sure to provide all information requested on the form. Travel reimbursements by petty cash are also subject to the \$50 maximum. Amounts in excess of \$50 should be requested through the Business Office and will be paid by check.

Check Cashing:

Faculty and Staff can cash personal checks in the Bursar's Office. The limit is \$100.00.

The check should be made payable to Cash or yourself – do not make the check payable to La Salle University.

Your University I.D. number should be written on the check and your University I.D. card needs to be presented to the cashier when cashing a check.

GENERAL STUDENT INFORMATION

Tuition:

Tuition and related educational expenses are due in full prior to the start of each semester. A payment made after the start of a semester may be charged a late fee.

Payment Methods:

Cash, Check, or Money Order in the Bursar's Office

Mastercard, Discover, or American Express via the internet only or automated telephone system

Deferred Note Payment Plan

The Deferred Payment Plan is offered to provide students and their parents with an alternative to lump sum tuition payments. Under the Deferred Payment Plan, payments can be made throughout the semester. There is a twenty dollar (\$25) application fee and deferred amounts are subject to a finance charge calculated at the rate of one half percent (0.5%) of the average daily balance per month. Each payment delinquent for more than fifteen (15) days will be charged a late fee of five dollars (\$5) or five percent (5%) of the delinquent payment, whichever is greater. For additional information please call the Bursar's Office at (215) 951-1055.

Gold Card Payments -You can use your Gold Card for any of the following: Campus Store, The University Book Store, The Union Market, All Food Service Areas, Selected Vending Machines, Copiers, Selected Laundry Locations, Basketball Tickets and Masque Theater Tickets.

DEPOSITS:

Gold Card Deposits - Deposits to the Gold Card account are made through the Bursar's Office. Deposited funds will be available within the same business day. To open a Gold Card account an application form needs to be completed and submitted along with your deposit. The minimum initial deposit to open a Gold Card account is \$50.00. A one time only account origination fee of ten dollars (\$10) will be assessed. A Gold Card Deposit form must be completed for subsequent deposits. Refunds from a Gold Card account are requested through the Gold Card Office.

Room Reservation Deposits: Deposits for reserving rooms in the Residence Halls are made in the Bursar's Office by cash or check. Credit card payments and a Housing Application form must be completed via the internet.