Departmental Deposit Pick-ups

Deposit deliveries to the Cashiers Office can be arranged through & picked up by UCSD Messenger Services. Deliveries must be scheduled at least 1 day before service (9am for on-campus deliveries & 11am for off-campus deliveries).

Log into the UCSD Logistics portal.

Click on the Logistics Request Form

1. Choose Messenger Delivery
2. Fill out the request form with number of bags/deposits being picked up, your location information, and the project & task that you would like the cost to be charged towards.
   - Package Type = Secure Package
   - Package Count = number of deposit bags/envelopes
3. Add the delivery location to the request form:
   - Delivery Location = Cashiers Office
   - Delivery Building = Stu Svcs Ctr
   - Delivery Room = 170
   - Delivery Phone # = 534-3748

Important information regarding deposit pick-up & delivery:

- Deposit pick-up is optional. Deposits can still be dropped off at the Cashiers Office. The Cashier’s Office is located in the Student Services Center on the 1st floor. The vault lobby entrance faces Rupertus Lane. Please ring the doorbell to be buzzed into the vault lobby.
- If you are dropping off a deposit that is over $500, we recommend doing your drop off in double custody.
- The cost for Messenger Services to pick-up your deposit for delivery to the Cashiers Office is:

<table>
<thead>
<tr>
<th>Location</th>
<th>Service area</th>
<th>Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus</td>
<td>Includes UCSD campus, Torrey Pines Center North and South, Scripps Institution of Oceanography, Veterans' (VA) Hospital and La Jolla Professional Center</td>
<td>$16.00</td>
</tr>
<tr>
<td>Off-Campus: 1-10 Miles</td>
<td>Includes Governor Park Offices</td>
<td>$27.00</td>
</tr>
<tr>
<td>Off-Campus: 11-20 Miles</td>
<td>Includes Hillcrest Medical Center, Rady Children's Hospital, and Mission Valley Offices</td>
<td>$35.00</td>
</tr>
<tr>
<td>Off-Campus: 20+ Miles</td>
<td>Includes all other locations</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

If you have any questions, please contact the vault custodian, Mario Espinoza.