

## HOURS OF OPERATION & LOCATION

- Monday through Friday 10: 00 am - 1:00 pm
- Appointments are required for cash and check pick up
- Student Service Center (SSC) 1051 Haskell St. Ste. 101

## DEPARTMENT DEPOSITS

- Deposits can be submitted in person during hours of operation.  
All imperative information must be completed on deposit slip:
- Description, account number, chart string, amounts, and signature
- Once received we ask that you allow 2-3 business days for processing
- Receipts are sent to the name on the "prepared by" line

# CASHIER OFFICE

What you need to know

## FAQ

- Where do i find a deposit slip?  
[Here](#) under Cashier Services
- What address should checks be sent to?  
ATTN: Cashier Office 3500 Camp Bowie Blvd. Fort Worth, TX 76107
- Who do I email to make an appointment?  
Please email [cashier@unthsc.edu](mailto:cashier@unthsc.edu)  
Please do not send email to an individual

## COIN AND CURRENCY ORDERS

- All change requests require at least a 48 hours notice.
- Requests can be emailed to [cashier@unthsc.edu](mailto:cashier@unthsc.edu)  
Coin and Currency Order form can be found [here](#) on our website.