



INDIANA UNIVERSITY

OFFICE OF THE EXECUTIVE VICE PRESIDENT
FOR UNIVERSITY ACADEMIC AFFAIRS

University Police Department

Procedure for Cash Pick Up Requests

1. Customer requests must be submitted thru the IUPD Courier pick-up request form found on the IUPD website, <https://iupd.indiana.edu> under the 'contact us' page.
2. Secure deposits will operate on Fridays, therefore pick-up requests need to be completed by Thursday at Noon. If Friday is a holiday, the secure deposits will operate the day prior, Thursday. When this occurs, the pick-up request form will need to be submitted by Wednesday at 12:00 P.M.
3. IUPD Business Office staff will print and post the report Thursday afternoon for secure deposits personnel.
4. If a customer has a special pick-up request, they may email IUPD at banktrk@iu.edu. IUPD Business Office staff and the special events coordinator will have access to the secure deposits email.
5. An unmarked IUPD vehicle will be used and staffed by two police officers.
6. The special events coordinator will be responsible for assigning officers to the secure deposits.
7. In the event of a change in the pickup schedule, either due to unavoidable emergency situations or other known events such as Holidays or semester breaks, the special events coordinator (or IUPD Business Office staff) will ensure that this change is communicated to the campus in a timely manner. The communication may be via memo or email.

Date approved - October 16, 2020