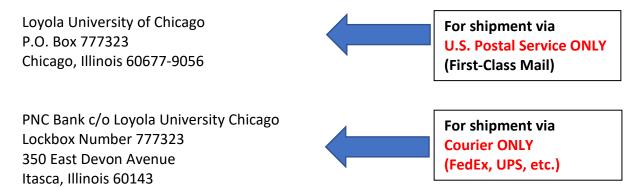
## **LUC University Lockbox Instructions**

Please instruct payors to indicate in the memo field a description of the payment.

Please instruct senders to use the address exactly as it is written below; if the address is modified, checks could be returned to the payor.



Please note that the "P.O. Box" address should only be used for mail routed through the U.S. Postal Service. All overnight mail by *couriers* (FedEx, UPS, DHL, etc.) should be sent to the physical street address in Itasca, IL. The box name and number should be referenced in the address.

Departments that are expecting a check(s) must send an email along with any relevant attachments (e.g., invoice, letter, etc.) to <a href="mailto:CashMgmt@luc.edu">CashMgmt@luc.edu</a> to let CMS know which department is expecting the funds. Please include the <a href="mailto:full 10-digit accounting unit and account number">full 10-digit accounting unit and account number</a> to which the funds should be credited when received.