

University Cash Receipts Office – Guidance and Procedures

Recognizing the extraordinary challenges facing the University due to the outbreak of COVID-19, we have developed the following temporary guidance for processing miscellaneous cash & checks collected across the University during this period.

To address the immediate issue, the Cash Receipts office will be opened and staff available to accept and process check & cash deposits at least one business day a week. To the extent that University operations continue generating cash and checks and it remains safe for staff, the Cash Receipts office will be open on **Thursdays** for normal business hours; we will be posting the schedule on our website as well.

If our limited schedule does not meet the needs of your office, you will be able to make deposits directly at any Bank of America branch. In order to do so, the Cash Receipts team will provide you with deposit slips. However, if you run out of deposit slips, they will also be available at the branch. The necessary account details for deposit can be found on our website and are stated below. The following steps are necessary in order for the Cash Receipts team to post the income to the GL:

1) **Complete deposit slip** for the total amount of cash and checks being deposited. Write on the deposit slip the following:

- a. Bank account number: 0000 3061 9535
- b. Account Name: Departmental Account
- c. Your Tub and Org numbers (very important to allow us to identify and post deposit)
- d. Your contact info (name, phone #, email) for any follow up questions

Note that when making deposits, proof of government issued identification is required (e.g., driver's license, passport, etc.)

2) **Complete a credit voucher**, found here:

http://otm.finance.harvard.edu/files/otm/files/credit_voucher.pdf

- a. Do not exceed 10 lines of coding and keep description brief (we will return credit vouchers that exceed these limits)

3) **Send an email with the following to cash_receipts@harvard.edu:**

- a. Copy of credit voucher
- b. Copy of bank-validated deposit slip (If the bank-validated deposit slip is not sent, it may delay recording of your deposit)
- c. **Subject line of email must include:** Direct Deposit at Bank and date of receipt (e.g., 3/25/2020)
- d. If you send an email with a credit voucher, do not send hard copy via interoffice mail

We strongly suggest you retain the additional documentation for deposits you have made:

- e. Copy of check(s) deposited
- f. Copy of relevant backup (e.g., invoice being paid)

The following link will provide further information on making deposits directly to the bank:

<https://otm.finance.harvard.edu/how-to/depositing-directly-bank>

We will continue to explore electronic options. However, at this time, we are unable to support the conversion of checks to wires payments as a method to address the need to collect payments remotely. As wires are still a very manual process, we do not have the ability to effectively handle the increased volume this would create. We anticipate this leading to substantial reconciliation issues and a lack of information required to accurately apply payments across the community, which could be self-defeating. We will continue to seek alternate electronic options and will communicate and provide updates.