

## 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.

As we continue to monitor the going COVID-19 situation, we have made the decision to close the Cash Receipts office until further notice. Understanding this may cause inconvenience to some members of the community, we are providing the below guidance in order to continue accommodating deposits remotely. To the extent that cash and checks are received across the University during this time, making deposits directly to the bank would be the most efficient route to take.

Deposits can be made directly to any Bank of America branch; deposit slips are available at the bank branch to make those deposits. The necessary account details for deposit are stated below and can also be found on our website. Given the new process, we anticipate deposits being reflected in the General Ledger within 3-5 business days. The following steps are necessary in order for the Cash Receipts team to post the income to the GL remotely:

- 1) Complete deposit slip based on the total amount of cash & checks being deposited
  - a. Bank account for deposit: #000030619535, Account Name: “Harvard University Departmental Account”
  - b. When making deposits, proof of government issued identification is required (i.e., driver’s license, passport, etc.)
- 2) Write your Tub and Org number on the deposit slip (very important step to allow us to identify and post deposits)
- 3) Write your contact info on the deposit slip for any follow up questions
- 4) Complete a credit voucher, found [here](#).
  - a. Do not exceed 10 lines of coding and keep description brief
  - b. We will be required to return credit vouchers that exceed the limits noted
- 5) Scan and send credit voucher and the **bank validated** deposit slip to [cash\\_receipts@harvard.edu](mailto:cash_receipts@harvard.edu)
  - a. In subject line, please reference Direct Deposit at Bank and date of receipt
  - b. If submitting credit voucher electronically, **do not** send hard copy via interoffice mail
  - c. Without receipt of the bank validated deposit slip, it may delay recording of your deposit

Further information on making deposits directly to the bank can be found [here](#).

If making deposits directly to the bank is not adequate under the current circumstances, we will also have a member of the Cash Receipts team collect interoffice mail once per week for processing check deposits remotely. This deposit option is allowed for check deposits **only**, no cash can be accepted. As the frequency of mail pickup will be limited to once per week, there may be additional delays in the processing of those deposits. If it is determined that this would be the best route, please follow the [existing guidance](#) on completing check deposits with credit voucher and send via interoffice mail to Cash Receipts for processing.

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

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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.