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 based on the total amount of cash & checks being deposited
   a. Bank account for deposit: #000030619535, Account Name: “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
   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

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.