

June 12, 2020

**To: Campus Unit Finance Leads, University Business Managers**

**From: DeAhn Baucom, University Cashier**

This campus deposit guidance update reflects the Temporary Exemption from the Daily Deposit Act from the North Carolina State Treasurer, which requires WEEKLY deposits and a reminder of year-end deadlines for submitting and delivering campus deposits.

To ensure that we maintain compliance with this weekly deposit requirement, balanced with guidance mandating physical distancing, and recognizing that cash and check payments must be processed on site, please:

1. Encourage payments to be electronic (card present and/or online).
2. Deposit electronic receipts daily, remotely.
3. Discourage in-person payment by cash or check, as practical.
4. **Depending on expected mail volume for your area, please pick up at Mail Services, per [their operational changes](#), and process mail 1-3 times per week.**
5. Deliver cash/check deposits to the Cashier's Office deposit drop box, located in the loading dock of SASB North, Ridge Road.
  - a. Do not send deposits to Cashier's Office through campus mail.
  - b. If you arrange an armored car delivery, we will need to work out delivery arrangements as we will not have regular office hours.
6. Deposit bag use:
  - a. We will not be returning the canvas lock bags at this time.
  - b. Place deposits in sealed envelopes or single use bank bags. A limited supply is available in our night depository.

The Cashier's Office will continue to process deposits on a regular basis.

#### Year-end Deadlines

**June 30<sup>th</sup> at Noon:** Cash and check deposits must be received by Noon. All deposits for credit card payments settled on June 29, 2020, and prior should be submitted via the Departmental Deposit System in ConnectCarolina by Noon. NOTE: Cash/check deposits submitted with errors cannot be processed until corrected. If the corrections are not processed in time, they will not be included in June 2020.

**July 1<sup>st</sup> at 10 a.m.** All deposits for credit card payments settled on June 29, 2020, must be submitted via the Departmental Deposits System in ConnectCarolina. June 30<sup>th</sup> deposits will be posted in July 2020.