



BANKING & ACCOUNTING OPERATIONS NEWSLETTER #20 APRIL 2020

ACCEPTING PAYMENTS IN THE WORLD OF COVID19

In this newsletter, BAO wishes to provide cash handling policy updates and alternative methods to accept payments in response to the Stay Home – Stay Healthy order by Governor Jay Inslee.

Cash Handling Policy Update

On March 23, 2020, Office of Financial Management (OFM), who manages the State Administrative Accounting Manual (SAAM), provided the following waiver regarding deposit frequency stated in SAAM 85.50.20 (*updated April 3, 2020*):

SUBJECT: UPDATED TIMELY DEPOSIT OF CASH RECEIPTS WAIVER

In response to the Governor's order on March 23, 2020, the Office of Financial Management approves a waiver for depositing cash receipts in local accounts as required in Subsection 85.50.20.a of the *State Administrative and Accounting Manual (SAAM)*. This exception is granted to all state agencies utilizing local bank accounts, and continues until the Governor lifts the "Stay Home – Stay Healthy" order.

In response to escalating concerns aimed at reducing the impact of COVID-19, the Governor has issued a "Stay Home – Stay Healthy" order, which applies to state agencies. In addition, many financial institutions have decreased the availability of branch banking services. These actions, and others, may make daily deposits not administratively practical or feasible.

This approval grants authorization for state agency personnel to temporarily hold and safe keep receipts. Deposits must be made as soon as practical and receipts must be secured in a locked location until deposited.

**Please note, previous waiver stated until April 30, 2020.*

WHAT DOES "AS SOON AS PRACTICAL MEAN"?

- Departments are not required to make deposits within 1 business day for amounts over \$500 or 1 week for amounts under \$500, but when practical during this time
- Departments should use their own judgement on the meaning of "practical"

- If your department allows, making a deposit once every two weeks should be adequate while practicing social distancing
- Checks are valid for 180 days of the check date, until they are stale dated

HOW DO I KEEP RECEIPTS SECURED WHILE WORKING REMOTELY?

- Contact Mailing Services at mailex@uw.edu to hold mail for customer pick up for safekeeping
 - For other options, review the communication sent by Mail Services on March 18, please [click here](#)
- If mail was already opened that included checks, and the deposit will not be made at the time received
 - Keep checks in a locked drawer or cabinet, behind locked doors
 - Please review UW Cash Handling Policy regarding Storing Cash, [click here](#)

WHERE CAN I MAKE MY DEPOSITS WHILE SCHMITZ HALL IS TEMPORARY CLOSED?

- Departments can make deposits at ANY Bank of America banking center/branch
 - Closest locations by Seattle campus are on 47th & University Ave or University Village
 - Please make sure to utilize UW approved deposit slips and bags provided by BAO
 - Same goes for departments that make deposits to US Bank, please visit the nearest US Bank
- Departments can drop off deposits in a sealed deposit bag to UWMC Cashier’s Office
 - Located in EE306 of the medical center
 - Deposits will be delivered by armored courier service
- Deposits can be sent by mail to Bank of America Deposit by Mail
 - Make sure to include a UW deposit slip and mail to:

Standard Mail	Overnight Mail
Bank of America Attn: Atlanta Bank by Mail PO Box 105576 Atlanta, GA 30348-5576	Bank of America Attn: Atlanta Bank by Mail Southside Center 6000 Feldwood Road Mail Code: GA4-004-01-52 College Park, GA 30349-3652

Alternative Methods to Accept Payments

The two main alternate methods to accept payments at UW are ACH or WIRE transfer, or online payment portals offered by Office of Merchant Services. These two methods can also be permanent

methods in receiving payments for campus departments. Not only will these options speed up the receivables process, it can assist in reducing cash handling duties for a department.

ACH or WIRE Transfer

- Departments can request payments be sent to UW by ACH or WIRE
 - o To obtain UW's ACH or WIRE instructions, please [click here](#)
- Additional information about ACH or WIRE transfers can be found on BAO's previous Newsletters:
 - [BAO Newsletter #6 dated 2/6/19](#) - Overview of ACH/WIRE at UW
 - [BAO Newsletter #7 dated 3/4/19](#) - Difference Between Receiving ACH and Wire
 - [BAO Newsletter #8 dated 4/3/19](#) - What is UPIC?
 - [BAO Newsletter #9 dated 5/3/19](#) - Have I Received My ACH/WIRE Payment
 - [BAO Newsletter #10 dated 6/5/19](#) - Unclaimed ACH/WIRE Payments at UW
- Departments can receive daily emails regarding ACH and WIRE payments received at UW by signing up for the mailman list. To sign up, please [click here](#)

Accept Payments Online

- Office of Merchant Services (OMS) provide methods departments can accept payments online
 - o UW currently offers to receive payments by credit/debit cards online
 - o OMS is also currently working on allowing acceptance of e-checks aka web-checks
- Contact OMS at pcihelp@uw.edu or view the most recently newsletter, please [click here](#)

BAO Updates

Deposit Slip & Bag Orders

- While BAO staff are working remotely, deposit supply orders are being fulfilled once a week
- Deposit supplies will continue to be sent by campus mail, however, if departments would like to pick up the supplies at Roosevelt Commons West building, please indicate on the webform
- To order deposit slips and/or bags, please [click here](#)

BAO Mailman List

- Please share BAO's mailman list FA_BAO subscription to receive updates and newsletters sent out by BAO
 - o https://mailman12.u.washington.edu/mailman/listinfo/fa_bao

To review previous newsletters, please visit <https://finance.uw.edu/bao/resources/bao-newsletter>

BAO is committed to providing campus departments with high-quality customer services. Please send your feedback or suggestions to bankrec@uw.edu to help us improve our services.

THIS NEWSLETTER WAS SENT TO YOU BY UW BANKING & ACCOUNTING OPERATIONS
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