

17 July 2009

To: All deposit preparers
CC: Deans, Directors, Department Heads
From: Krista Borg, Business Affairs Office
Re: UO Departmental Deposit Policy Reminder

In accordance with Oregon Revised Statutes and University of Oregon policy, cash receipts [currency and checks] received by university departments must be deposited with the Cashiers Office the next business day following receipt. If less than \$1,000 has been received, deposits must be made at least weekly.

If your deposit consists solely of credit card receipts, please see the following policy revisions:

- Credit card deposits should be prepared at least once per week.
- Credit card receipts do not need to be hand carried to the cashiers office or placed in a tamper-proof, self-sealing plastic bag.
- Data capture forms and batch settlement summary reports may be emailed or faxed to the cashiers department for processing at cashiers@uoregon.edu or 346-3137.
- Please include the TWADEPO deposit number in your communication.
- Please refer to the UO eCommerce policy regarding the safekeeping of credit card records: <http://baowww.uoregon.edu/Policy/IT02.pdf>

The Cashiers Office will monitor and report any exceptions to this timely deposit policy. Those departments who deposit directly to US Bank via armored car or other secured transport may continue current procedures.

Questions may be directed to Krista Borg at kborg@uoregon.edu or 346-3120 or Mike Syljuberget at mss@uoregon.edu or 346-3164.