



University of Colorado at Boulder

Bursar's Office
Office of Cash Management

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MEMORANDUM

To: All Departments
From: EJ Lee, Office of Cash Management
Date: June 1, 2009
Subject: Fiscal Year End 2008-2009 Cash Receipt Processing

Please forward this memo to all personnel in your department who are responsible for preparing PeopleSoft cash receipts and depositing money with the Office of Cash Management (OCM). **Note: Wednesday, July 1st 11:00 a.m. cut off for departments to submit cash receipts for fiscal year 2009 business.**

Departmental Deposits

- Money received through 3:00 p.m. Tuesday, June 30 is due in OCM by 4:30 p.m.
- Money received after 3:00 p.m. Tuesday, June 30 through midnight is due in OCM by 11:00 a.m. Wednesday, July 1. (*These deposits must be clearly labeled "**FY 2008-2009 Business**".*)
- Money received Wednesday, July 1, after 12:00 a.m. must be deposited separately as fiscal year 2009-2010 business.

Credit Card Transactions

Departments who accept credit cards as a form of payment must comply with the year end processing deadlines outlined in this memo. Please use **separate** cash receipts for the following credit card transactions:

- Discover
- American Express
- Visa/MasterCard

Advance Deposit Transactions

Departments who deposit funds directly to Wells Fargo Bank via prearranged courier service must submit cash receipts to OCM within 24 hours of deposit. **Exception:** Deposits from money received after 3:00 p.m. Monday, June 30 through midnight are due in OCM on July 1 by 11:00 a.m.

Unclaimed Revenue

OCM has a list of unclaimed wire transfers and ACH (Automatic Clearing House) credits that may belong to a department for products or services rendered. Contact Franchette McCurley at cashmgmt@colorado.edu for inquiries about missing payments. If a department is expecting a payment, submit a completed cash receipt to OCM to expedite the transaction.

Miscellaneous

- Submit deposits to OCM in a timely manner. Deposits containing cash and/or checks should be deposited on a daily basis. Regardless of the amounts, all deposits must be made by the end of each week and at month end.
 - Payroll hand drawn express warrants must be picked up in OCM by close of business on Monday, June 29. Unclaimed hand drawn warrants will be returned to Payroll & Benefit Services on Tuesday, June 30, to be forwarded to employees via U.S. mail.
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