Bursar's Office
UNIVERSITY OF COLORADO BOULDER

Office of Cash Management
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MEMORANDUM

To: Boulder Campus Departments

From: EJ Lee, Office of Cash Management

Date: May 31, 2013

Subject: Fiscal Year End 2012-13 Cash Receipt Processing

Please forward this memo to department personnel responsible for preparing cash receipts and depositing money with the Office of Cash Management (OCM).

Departmental Deposits

- Money received through 3:00 p.m. Friday, June 28 is due in OCM by 4:30 p.m.
- Money received after 3:00 p.m. Friday, June 28 through midnight Sunday, June 30 is due in OCM by 11:00 a.m. Monday, July 1 for OCM accrual. *(These deposits must be clearly labeled "**FY 2012-2013 Business**".)*
- Money received Monday, July 1, after 12:00 a.m. must be deposited separately as fiscal year 2013-2014 business

Credit Card Transactions

Use separate cash receipts for these two merchant categories as settlement dates differ.

- Visa, MasterCard, and Discover
- American Express

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. Friday, June 28 through midnight Sunday, June 30 are due in OCM by 11:00 a.m. on July 1.

Unclaimed Revenue

E-mail cashmgmt@colorado.edu for inquiries on wire transfers or Automated Clearing House (ACH) payments. If a department is expecting an electronic payment, submit a cash receipt to expedite the transaction.

Miscellaneous

- Deposits containing cash and/or checks should be deposited on a daily basis. Regardless of the amount, 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 Wednesday, June 26. Unclaimed hand drawn warrants will be returned to department payroll liaisons on Thursday, June 27, to be forwarded to employees.