
INTEROFFICE MEMORANDUM

TO: PSU ADMINISTRATIVE STAFF
FROM: ANGELA BOSTOCK, ASSISTANT DIRECTOR OF BUSINESS AFFAIRS
SCOTT PETERSEN, BURSAR
SUBJECT: CASHIERS OFFICE POLICY & PROCEDURE ENHANCEMENT –
DEPARTMENTAL SERVICES WINDOW
DATE: 04/18/07

DEPARTMENTAL SERVICES WINDOW

Effective May 1st, the Cashiers office will implement a Departmental Services window. The Departmental Services window will operate out of window 2 and function much like a merchant window at a bank. This is a priority window for department staff to make deposits and not wait in line with students.

Advantages of “Departmental Services” window:

- 1) 100% accountability and 100% verification for both the Cashiers office and the Department.
- 2) Deposits are completed same-day instead of next day.
- 3) If there is a problem with or a question about a deposit, it can be addressed immediately.
- 4) Department receives deposit receipt immediately.
- 5) “Dual custody” of the deposit is shared by the Cashiers office and the Department until the deposit transaction is entered into Banner.

The Departmental Services window will be open the same hours as all Cashiers windows. Departments can still make deposits at any open Cashiers window at any time. With the implementation of the Departmental Services window, the Department Drop box will be discontinued. *Please do not leave envelopes or any type of deposit at an unattended Cashier window or Accounts Receivable windows A or I.*

Please make deposits daily. Bringing a week’s worth of deposits to the Cashiers window at one time could cause unnecessary delays for your co-workers who are also trying to make deposits.

The approval process for deposits to expenditure account codes will not change.

Thank you for your cooperation. If you have any questions, please contact Lisa Whedon, Cashier Supervisor, whedonl@pdx.edu or ext. 3743.