



To: Boulder Campus Departments  
From: EJ Lee, Office of Cash Management (OCM)  
Date: May 11, 2023  
Subject: Fiscal Year End 2022-23 Departmental Deposit Processing

This information is for departments submitting cash receipts and/or depositing money with OCM.

The current version of the cash receipt form is available [here](#).

### **Departmental Deposits**

- Money received through 3:00 p.m. Friday, June 30, is due in OCM by 4:00 p.m. for FY 2022-23 processing.
- For assistance with manual accrual process for cash receipts after 3:00 p.m., please contact your [Campus Accountant](#).
- Please continue to honor deadlines listed in [deposit guidelines](#) from [Chapter 10 Cash Control](#) of the [Departmental Financial Management Guide](#).

### **Credit Card Transactions**

- Credit card transactions must be on separate cash receipt forms from cash and/or checks.
- American Express deposit totals should be listed separately from Visa/MasterCard/Discover.

### **Advance Deposit/Wire transfers/ACH Transactions**

- Departments who deposit funds directly to Wells Fargo Bank via prearranged courier service must submit cash receipts to OCM for timely processing.
- OCM centrally manages sending wire transfer or ACH information to be received in the shared Boulder campus depository for departments. Please forward all requests to [cashmanagement@colorado.edu](mailto:cashmanagement@colorado.edu).
- Email cash receipt forms as soon as possible for anticipated wire transfers or ACH transactions.