

From: "Adams, Kim"

Date: Thursday, March 19, 2020 at 4:19 PM

To: TCU All Faculty/Staff

Subject: Changes to Departmental Deposit Process due to COVID-19

Financial Services is implementing process changes for departmental deposits. See below for additional information:

For deposits that do not include money (checks, cash, credit card forms for processing by cashiers): input deposit details into the departmental deposit form (https://vcfa.tcu.edu/wp-content/uploads/2017/06/On-line_Deposit_Form_Final1.pdf), save it as a PDF and attach to an email to finserv@tcu.edu. Include the word "Deposit" in the subject line.

For deposits that include money: mail deposit via interoffice mail to Financial Services, TCU Box 297011. Cover the envelope flap with tape. Only provide the name of the source department and Financial Services on the outside of the envelope. Financial Services will check mail periodically to ensure timely processing.

Kind Regards,

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Associate Vice Chancellor and Controller