



May 4, 2020

To: Texas A&M AgriLife Business Administrators

Subject: Temporary Guidance on Cash Handling and Deposits during COVID 19 for AgriLife Extension and AgriLife Research

The TAMUS Regulation 21.01.04 which addresses agency protocol for daily deposits have been approved for temporary modifications and the following guidance regarding cash handling and deposits for AgriLife Extension and AgriLife Research is being extended to **August 31, 2020**.

Funds must be kept secure from the time of receipt to the time of deposit. Check logs must be maintained.

1. Deposits should be made every 5 business days regardless of amount.
2. On campus units with access to drop boxes located on TAMU campus may continue to utilize the drop boxes. Units setup for desktop deposit may continue. Banking and Receivables is checking daily and releasing batches as needed. All other units, and centers outside Brazos County may deposit directly at a Wells Fargo branch with appropriate deposit slips. Questions on deposit slips send email to bar@ag.tamu.edu.
3. When possible, deposit deduct from expense (DFE) checks from unit location utilizing the unit deposit slips (or desktop deposit), for Extension (4630) or for Research (4622) banks.

Do not enter a DFE in lpayment. A copy of the deposit slip along with copy of the check (redact confidential information), deduct from expense (DFE) form with backup documentation, should be placed in Laserfiche at:

- AgriLife Research
Work in Progress – Banking and Receivables
06 - Research
DFE
- AgriLife Extension
Work in Progress – Banking and Receivables
07 - Extension
DFE

Recommend isolating a DFE deposit as separate deposit from other regular cash revenue for tracking purposes.

Questions may be directed to, Manager Banking and Receivables, Kristin Baggett at kristin.baggett@ag.tamu.edu.

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