

HARVARD LIBRARY
HARVARD COLLEGE LIBRARY



Continued Remote/Hybrid Work Plan for Gifts, Checks, and Cash Depositing and Processing

Effective 5/5/2022

Background

As many Harvard staff continue to work remotely or hybrid, please follow these detailed instructions to facilitate the depositing of checks and cash in the most efficient manner possible. This process plan will be in effect until further notice. Please contact HL_Finance@harvard.edu with any questions.

Donor Gifts

- ***Gifts given to existing funds***

- Take a scan or picture of the check, any correspondence included with the check, and the envelope with the post mark date.
- Email the scans/photos to HL_Finance@harvard.edu
- HL Finance will complete the ADS transmittal form for you
- HL Finance will email a copy of the documentation to ADS and include you on the email string
- **You are responsible for sending the physical check to ADS.** If possible, include a copy of the completed transmittal form with the check. Steps to follow:

1. Send the check and documentation via USPS mail to the Lockbox at Bank of America:

Bank of America Lockbox Services
President & Fellows of Harvard College
[Enter your School Name] DBA*
President and Fellows of Harvard College
P.O. Box 419209
Boston, MA 02241-9209

*Examples of School Name: Harvard College Library, Widener Library, Harvard Library

- ***New Gifts (New Fund creation)***

- Take a scan or picture of the check, any correspondence included with the check, and the envelope with the post mark date.
- Email the scans/photos to HL_Finance@harvard.edu and we will reach out to ADS to initiate a new fund creation.
- Once HL Finance has the information on the new fund, we will let you know when to mail the check to the ADS Lockbox at Bank of America

***Do not mail the check until HL Finance has confirmation that the new fund has been created and has let you know.**

Bank of America Lockbox Services
President & Fellows of Harvard College
[Enter your School Name] DBA
President and Fellows of Harvard College
P.O. Box 419209
Boston, MA 02241-9209

Please note: the ADS Transmittal form and Instructions have been attached to this email for your information, but HL Finance will complete the transmittal form on your behalf.

Non-Gift Checks (refunds, revenue, etc.)

For check deposits, you have 3 options. Please choose the option you are most comfortable with. ***Please make sure to take a picture or scan of all checks before selecting from the options below.***

If you have any concerns, reach out to HL_Finance@harvard.edu.

- ***Option 1: Deposit directly to Bank of America (This will require you to take the check to the bank)***
 - At the bank, complete a bank deposit slip based on the total amounts of cash & checks being deposited.
 - Bank account for deposit is #000030619535, the Account Name is Harvard University Department Account (or use the payee name on the check)
 - When making deposits, proof of government issued Identification is required (i.e. driver's license, passport, etc)
 - The Teller will provide you with a deposit receipt. Keep that receipt and when you return home, write the Tub and Org number on the deposit receipt. Also write your contact info on the receipt and take a picture or scan of the receipt.
 - Email the picture/scan of the check along with a picture/scan of the deposit receipt that you just wrote on and submit that to HL_Finance@harvard.edu.
 - HL Finance will complete the credit voucher and submit all paperwork to Cash Receipts.

- **Option 2: Mail the checks and credit voucher to Cash Receipts Office via USPS (do not use FedEx or UPS. Cash Receipts cannot accept these services)**
 - Take photo or scan of the check and email it to HL Finance.
 - HL Finance will complete the Credit Voucher and email a copy to you. If you have access to a printer, print out the completed Credit Voucher.
 - HL Finance will email the documentation to cash_receipts@harvard.edu and will copy you on to the email
 - You must mail both the actual check and the completed credit voucher (if you do not have access to a printer, just mail the check) to:

Harvard Cash Receipts
1033 Massachusetts Ave 2nd Floor
Cambridge, MA 02138

Please note: Cash Receipts is not requiring Authorized Signature on the Credit Voucher at this time. The Credit Voucher can be found attached to this email and the following link:
https://otm.finance.harvard.edu/files/otm/files/credit_voucher.pdf

- **Option 3: Utilize Interoffice mail through HUMS. CHECKS ONLY**
 - **If you have access to HUMS (University Mail Services) and are receiving and able to send interoffice mail, the preference is to take advantage of this service**
 - Take a photo/Scan of the checks and email this to HL_Finance@harvard.edu.
 - HL Finance will prepare the Credit Voucher form and send that back to you to print and enclose in the envelope with the check.
 - Send the Checks and completed Credit Voucher (printed) to Cash Receipts 1033 Mass Ave 2nd floor. **THIS IS FOR CHECKS ONLY. Do not send cash interoffice to 1033 Mass Ave.**
 - If your building is inaccessible, you may leave the envelope with the security guard that is posted at the Mass Ave Rear Entrance of Widener Library. The security guard will give the envelope to mail services who in turn will deliver the envelope to Cash Receipts. Please clearly mark the Envelope with "Cash Receipts – 1033 Mass Ave 2nd Floor"
 - If you are unable to print the Credit Voucher, please inform HL Finance and let us know you are sending the check via inter-office mail. HL Finance will email the credit voucher along with the photo/scan of the check to Cash_Receipts@harvard.edu and copy you on the email.

Physical Cash

We do not anticipate many cash deposits over these next few months, but please know that we should **never MAIL cash to Cash Receipts office.**

Unfortunately, the only option for physical cash deposits at this time is to follow option 1 above "**Deposit directly to Bank of America (This will require you to take the cash to the bank directly)**".

- Please follow the steps indicated under option 1 above.
- You will not need to take a photo/scan of the cash, however, please make sure to obtain the bank deposit receipt from the teller, write the tub and org on it, and email a photo/scan of that to HL_Finance@harvard.edu.
- HL Finance will prepare the Credit Voucher and email both the CV and the deposit receipt to Cash Receipts and include you on the email.

- If you are unable to deposit the cash directly to Bank of America, please secure the cash as best you can and then report to HL Finance the amount with a brief description of what it is for. We will then advise/discuss with you any next steps.