Depositing Checks during the Shelter-in-Place Building Closure

While the building is closed, mail is being picked up from the Post Office, which means that checks are arriving and waiting to be deposited. Because we want to ensure the health and safety of UCOP workers, including Social Distancing, the Business Resource Center CAAP cashiers have developed a process for check deposits with respect to the Governor’s orders.

Check deposit service during the closure
To minimize the time a cashier will be in the office, the CAAP cashiers will be on site once a week if a deposit is required. Here’s how it will work:

- Check deposits will be made once a week on Friday afternoons, if needed.
- Checks that you want us to deposit should be delivered to the BRC with a completed Miscellaneous Receipt (Deposit) form.
- Drop checks off at the cashiering station, cubicle 9314E, at your convenience. Please leave your check and deposit form in an envelope addressed to BRC Cashiers.
- Send an email to BRC-CAAP@ucop.edu notifying cashiers of your deposit.
- Once the deposit is made, we will scan and email a copy of the Miscellaneous Receipt (Deposit) form for your records.

Additional cashiering service
Prior to the closure, the CAAP Cashiers created a BRC Checks SharePoint website to help find homes for checks that are delivered to OP without enough information to identify the intended recipient.

When we receive a check without enough identifying information, we scan and upload it after removing sensitive bank information, and enter relevant details. Department contacts, who we’ve added to the recipient list, receive an email from SharePoint with a copy of the check image and check information each time a new check is uploaded to the site. This allows us to easily find homes for the orphaned checks.

During the closure, we will continue this service. The SharePoint website requires the employee’s UCOP single-sign on, and access is by invitation only. If you have not been invited and think that you or someone in your department should be, please email BRC-CAAP@ucop.edu to be added. We will send out an invitation and instructions on how to use the site.

YOU CAN REACH US AT:

brctravelandent@ucop.edu Mark – Team Manager
brcpurchaseandpay@ucop.edu Jenia – Team Manager
BRC-CAAP@ucop.edu Amy – Team Manager
UCOPContractor@ucop.edu Rick – Team Manager

BLASTS from the PAST