



THE GEORGE  
WASHINGTON  
UNIVERSITY  
WASHINGTON DC

**Responsible University Official:**  
Executive Vice President and Treasurer  
**Responsible Office:** Office of the  
Executive Vice President and Treasurer  
**Origination Date:** 1984

## DEPOSIT OF CHECKS, CASH AND CREDIT CARD RECEIPTS POLICY

### Policy Statement

All cash, checks and credit card receipts must be deposited in the Cashier’s Office on the same day they are received. All check payments must be made payable to The George Washington University, GWU or GW.

### Reason for Policy/Purpose

This policy is required for good financial management and internal control.

### Who Needs to Know This Policy

Faculty and staff

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### Policy/Procedures

All cash, checks and credit card receipts must be deposited with the University Cashier's Office on a daily basis. The Cashier's Office is located in Colonial Central on the ground

## DEPOSIT OF CHECKS, CASH AND CREDIT CARD RECEIPTS POLICY

floor of the Marvin Center, 800 21<sup>st</sup> Street, NW, Washington, D.C. The Cashier's Office receives departmental deposits daily from 8:30 a.m. to 2:30 p.m. and from 3:30 p.m. to 5:00 p.m. The only exception to the same-day deposit requirement is in cases where prior arrangement has been made with the Cashier's Office for direct scheduled pickup by armored car.

All check payments to the University must be made payable to "The George Washington University," "GW," or "GWU." Payments to the University may not be made payable to an individual. All payments to the University must be deposited in a University account.

See [Depositing Money](#) on the eas.gwu.edu web site for detailed deposit procedures.

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### Website Addresses for This Policy

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[GW University Policies](#)

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### Contacts

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<b>Subject</b>	<b>Contact</b>	<b>Phone</b>
Questions	Cashier's Office	(202) 994-6200
	Help Desk	(202) 994-5530

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### Related Information

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[Depositing Money](#)  
[Gift Processing Policy](#)

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### Who Approved This Policy

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Louis H. Katz, Executive Vice President and Treasurer

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### History/Revision Dates

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<b>Origination Date:</b>	1984
<b>Last Amended Date:</b>	April 7, 2009
<b>Next Review Date:</b>	May 1, 2010