

ROBERT SPRAGUE

OHIO TREASURER

DATE: March 27, 2020
TO: State Agency, Board, Commission and Pension Fund CFOs
FROM: Marjorie Kruse, Deputy Treasurer
RE: Revenue Processing Recommendations

This communication emphasizes the importance of uninterrupted revenue processing and offers recommendations to ensure timely deposits while maintaining a high standard of internal controls as you secure and process revenue at your work locations.

- Establish and follow strong internal controls for securing all revenue that has been received by your agency, but has not yet been deposited. At a minimum, immediately endorse the back of all checks with a "For Deposit Only" stamp that includes agency information. Lock all checks and cash in a secure location with limited access. A safe or vault with security cameras is optimal.
- Continue to bring cash/check deposits and OAKS revenue documents directly to the Treasurer's office. The Treasurer's office is open for business as usual, Monday through Friday, 8:00 a.m. to 4:30 p.m.. Rhodes Tower security has been instructed to allow agency staff access to the TOS cashier windows on the 9th floor. Please refer to Ohio Administrative Code 113-1-02: [Payments into the State Treasury](#), sections (B) through (F) for guidance on deposit preparation.
- If you are using a courier service or UPS to deliver your receipts to the TOS, be sure you have insurance coverage for the amount being deposited, in case something happens in transit.
- Continue to perform all electronic revenue transactions and OAKS functions; online is preferred.
- Utilize the night depository at the nearest branch of the bank where your account is held. Be sure to provide the Treasurer's office with the OAKS revenue document for each remote deposit.
- Encourage customers/clients to utilize the ACH credit payment option instead of paying with a check. The ACH credit payment instructions are provided with this memorandum. Your customer/client will need to provide these instructions to their financial institution to initiate the ACH credit payment. An ACH credit pushes the payment from the customer/client bank account to the State Treasury.

We, like you, are monitoring information as it evolves. If changes need to be made to the TOS's operations, we will be proactive in keeping you informed. In the meantime, please direct any questions you may have to Jennifer Day at Jennifer.Day@tos.ohio.gov or call (614) 387-2834.

Attachment