

MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Mary Peloquin-Dodd, Associate Vice Chancellor, Finance and University Treasurer
Mary Peloquin-Dodd

SUBJECT: Cashless Campus and Point of Sale Payments

DATE: June 22, 2022

Electronic payment methods drive most economic activity on NC State's campus. Even before the Pandemic, the university witnessed a drop in the use and collection of cash on campus and there is no doubt this trend will continue. Therefore, after considerable analysis of a five-year history of collections on campus, we are making a change in cash acceptance locations on campus.

Effective August 1, 2022, staff in the Cashiers Office will no longer collect cash from College, department level, or business units for academic and administrative operations on campus. The Cashier's Office will no longer schedule routine armored car stops at these locations, or subsidize the pickup fees. This practice will save considerable money on armored car operations, improve internal controls, and improve efficiency of personnel at the point of collection.

On-campus operations that are engaged in routine commerce-- the sale of goods and services to the public-- on a regular basis may continue to collect cash in their sales operations, at their discretion. These operations include, but are not limited to, Campus Enterprises (Bookstores, c-stores, and dining operations), Athletics (ticket sales and concessions), the Terry Animal Hospital (patient care), and Surplus Sales. Armored car service will continue for these units on a normal schedule. However, if any pre-approved units wish to move to cash-less operations and need assistance in making the transition, please contact Lorraine DeLois in the Cashier's Office.

For off-campus locations, we strongly encourage the acceptance of checks rather than cash. Off campus locations who work with local banks in making deposits, should maintain procedures that are consistent with best practices in separation of duties and protection of assets for any office accepting cash. The Controller's Office and Internal Audit Division will provide updated guidance on the Finance Division Knowledge Base.

The Cashier's Office will continue to accept deposits of checks at Harris Hall in person or by using the night drop off at the front of the building. Information regarding deposits can also be found on the Cashier's website at <https://cashier.ofa.ncsu.edu/departments/>. There is no change to the collections of checks for Accounts Receivable in the Controller's Office.

If you have any questions about the collection of currency on campus, please contact Lorraine DeLois, in the Cashiers Office, at (919)515-9399, or email at lbdelois@ncsu.edu.

In conjunction with this change, we are pleased to report that the University Controller's Office- Merchant Services is offering an expanded point of sale device lending service to qualified departments who wish to accept electronic payments for short-term activities or events. This equipment is a PCI compliant and handheld POS credit card reader (Clover Flex or similar). Payers can use a digital wallet, or a physical credit card, and users receive fraud protection from their credit card companies. Units who take advantage of the POS lending service will only be responsible for the cost of merchant fees related to any payments received. If you wish to use the service, the Controller's Office will train users in the use of the equipment. In addition, users will need to complete PCI Merchant Security training, and complete and sign the loaner agreement taking responsibility for the physical and electronic security of the equipment.

If you are interested in learning more about this program, please contact the University Controller's Office, Merchant Services via email at merchantservices@ncsu.edu.

Cc: Cecile M. Hinson, Chief Audit Officer and Director, Internal Audit Division
Lori A. Johnson, University Controller, University Controller's Office
Maria L. Brown, Director, University Cashier's Office