January 5, 2022

TO: State of Washington Agencies

FROM: /s/ Brian Tinney, Assistant Director
       Accounting Division

SUBJECT: UPDATED TIMELY DEPOSIT OF CASH RECEIPTS WAIVER

In response to the Governor’s “Safe Start” proclamation issued on May 31, 2020, the Office of Financial Management approves a waiver for depositing cash receipts in local accounts as required in Subsection 85.50.20.a of the State Administrative and Accounting Manual (SAAM). This exception is granted to all state agencies utilizing local bank accounts and remains in effect until March 31, 2022.

In a continuing effort to reduce the impact of COVID-19, the Governor issued his “Heathy WA Roadmap to Recovery Guide” which applies to state agencies. In addition, some financial institutions continue to have decreased availability of branch banking services. These actions, and others, may make daily deposits not administratively practical or feasible.

This approval grants authorization for state agency personnel to temporarily hold and safe keep receipts. Deposits must be made as soon as practical, and receipts must be secured in a locked location until deposited.

If you have any questions, please contact Brian Tinney, Assistant Director, at brian.tinney@ofm.wa.gov.

cc: Keenan Konopaski, Joint Legislative Audit and Review Committee
    Jim Brownell, Office of the State Auditor
    Brian Tinney, Office of Financial Management
    Nona Snell, Office of Financial Management
    Shad Pruitt, Office of the State Treasurer