



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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October 15, 2021

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 December 31, 2021.

In a continuing effort to reduce the impact of COVID-19, the Governor issued his "Safe Start – Washington's Phased Reopening" plan, 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