



ADMINISTRATION AND FINANCE

Update to the General Working Fund Check Pickup Process

February 5, 2024

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GWF Check Pickup Process Change



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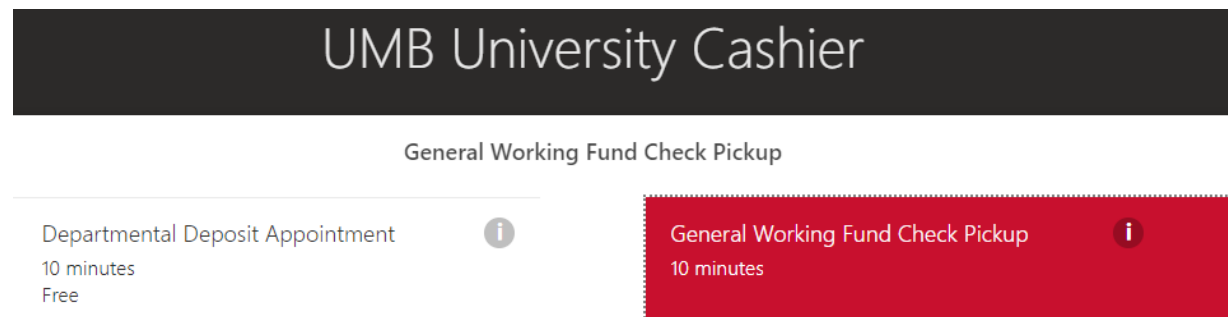
- To improve the Office of the Controller's (OOTC) cash handling procedures and overall customer service, the process for **picking up** General Working Fund (GWF) checks will change effective February 5, 2024.
- Current procedure:
 - When working fund checks are created, Disbursements notifies the department via email that checks are ready for pickup at the Saratoga Building.
 - The department is responsible for confirming an exact date and time for pickup, as well as identifying who will pick up the checks. Communication is done via email.
 - Checks are picked up directly from Disbursements within 3 business days.

GWF Check Pickup Process Change



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- New procedure:
 - When working fund checks have been created, Disbursements will notify the department via email that checks are ready.
 - The department will make an online appointment to pick up checks **from the Cashier's Office** (HSL, 2nd floor).
 - The appointment link will be in the email sent from Disbursements as well as on the Cashier's website <https://outlook.office365.com/owa/calendar/UMBUniversityCashier@umbcits.onmicrosoft.com/bookings/>. The appointment should be made by the person picking up the checks.



- Once the appointment has been made, a confirmation will be sent via email.
- Checks should be picked up from the Cashier's Office within 3 business **days**.

GWF Check Pickup Process Change



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- A few things to consider:
 - Select an appoint type of “General Working Fund Check Pick-up”
 - The appointment should be made in the name of the person picking up the check(s)
 - If you need to make a change to the designated pick up person, send an email to fs-workingfund@umaryland.edu **and** universitycashier@umaryland.edu.
 - For questions related to the GWF process or specific check requests, contact working fund at fs-workingfund@umaryland.edu.