

March 18, 2019

**DFA CABINET
BUDGET OFFICE STAFF**

RE: Process to Deposit Central-Funding Checks

When handling paper checks, we must adhere to strict financial controls, particularly high-dollar deposits. Checks which affect Control Planning accounts and/or centrally-funded activity must be sent to the Budget Office for deposit. All deposits will be reviewed by Budget Office staff for appropriate calculations, and Interim Director of Budget Operations Jim Pavelko will authorize the deposits. No one outside the Budget Office is authorized to make such deposits.

Thank you for your cooperation.

Sincerely,



Ronald S. Cortez, JD, MA
Chief Financial Officer and Vice Chancellor