

For any inquiries regarding non-traditional payment types not listed above, please contact [cashmanagement@cornell.edu](mailto:cashmanagement@cornell.edu) for further guidance.

**Legend**

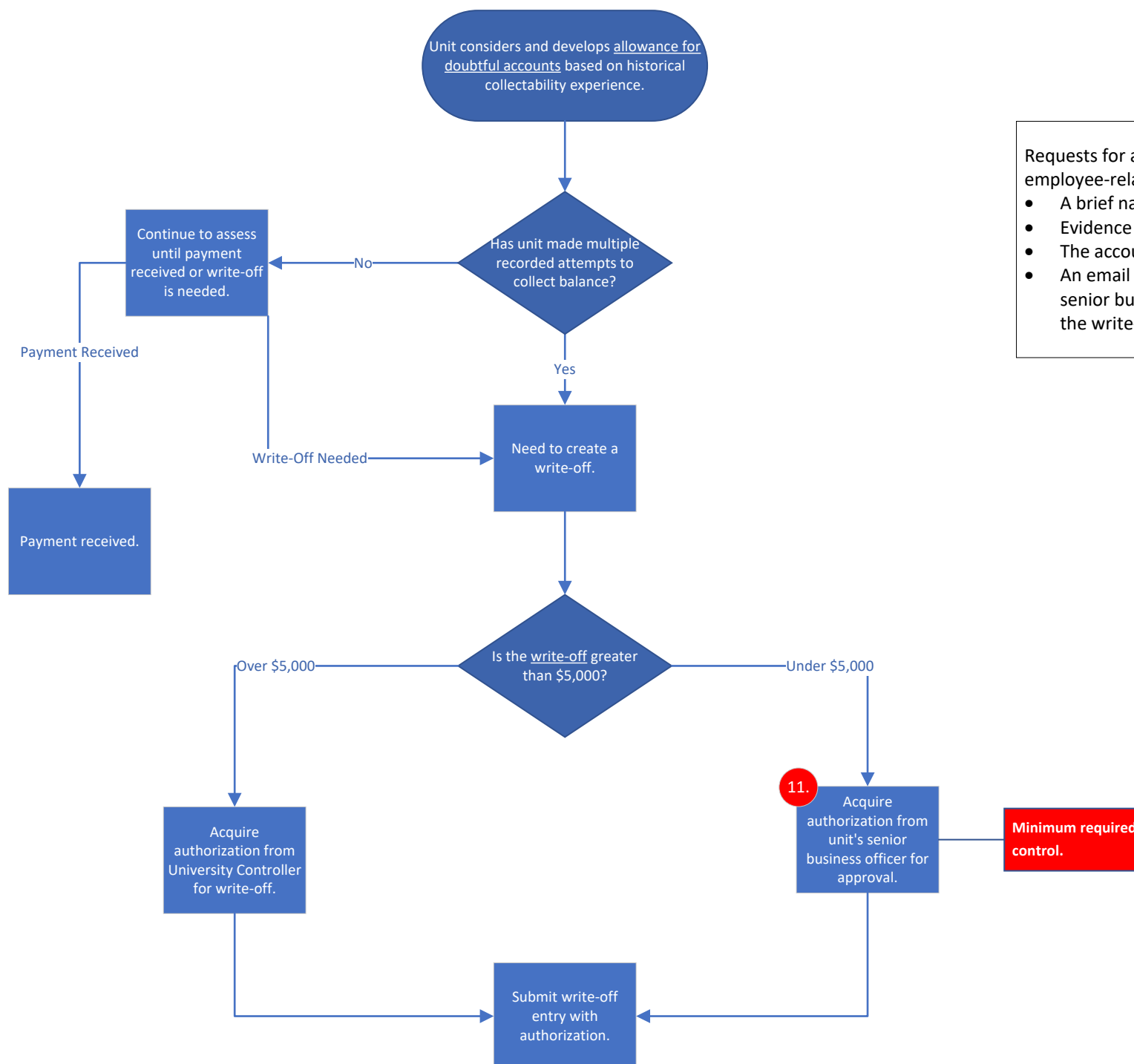
Minimum Required Control

Processed by Unit

Processed by SSC

Processed by Unit or SSC

Processed by Treasury



Requests for authorization of non-sponsored, non-employee-related write-offs should include:

- A brief narrative of the reason for the write-off.
- Evidence of multiple collection attempts.
- The account number that will fund the write-off.
- An email confirmation from operating unit's senior business officer stating they agree with the write-off

## New Guidance for Deposit Locations

Cornell deposits not delivered by Loomis Couriers may be made at Tompkins Trust Company's Ithaca Main Office Drive-up Night Depository. Deposits cannot be processed at the teller line.

### Main Office Drive-up Night Deposit 119 E Seneca Street



Entrance to Night Drop location:  
119 E Seneca Street



Location of Night Drop



Envelopes can be inserted by  
pulling the handle. A night drop  
key is not necessary for  
envelopes up to 1 inch.

Questions may be directed to Myriah Marnell at [mmarnell@tomppkinsfinancial.com](mailto:mmarnell@tomppkinsfinancial.com)