FY2021 Year End is Coming Soon

Year End Deadlines

**Tuesday, August 31st:**
- FY2021 departmental deposits due to CCMS by 2:00pm (All cash and check deposits received after this time will be credited to FY2022.)

**Tuesday, September 7th:**
- All FY2021 wires claimed by 5:00pm (Unclaimed funds will be swept centrally.) contact laura.moore@ttu.edu to claim wires
- Revenue clearing accounts to be cleared out by 5:00pm (Unclaimed funds will be swept centrally.) contact jaci.velasquez@ttu.edu for questions or assistance
- Unearned revenue amounts in excess of $10,000 for conferences/events set up in Touchnet Marketplace reported to CCMS by 5:00pm. (revenue collected in FY21 for a conference/event scheduled in FY22) contact steph.smith@ttu.edu to report
Credit Card Services

Automation of Credit Card Deposits:

We can alleviate the need for turning in DDIS forms for your credit card deposits. Contact us today and we can assist in getting this automation set up for you.

Does your department have a business need to accept credit cards?

To begin the setup process for accepting credit cards in person or online, please follow the procedure outlined in [OP 62.06 Payment Card Processing by University Departments](#). Keep in mind, it takes several weeks to review, approve and set these up, so contact us as soon as you're aware of any needs you may anticipate. We look forward to assisting you.

Transitioning Banks for ACH and Wire Payments

The University is in the process of transitioning to a new bank (JP Morgan Chase) for deposits. If you receive any ACH or wire payments, please contact us so we can get those transitioned to the new bank account.
Action Required! Payment Card Terminal Inspection Logs

In order to maintain PCI compliance, PCI DSS 3.2.1 9.9.2 requires payment card terminals be regularly reviewed for tampering. Beginning in FY 2022 PCI Annual Compliance, a payment card terminal inspection log will be requested. For your convenience, a terminal inspection log template is provided on our website:

https://www.depts.ttu.edu/ccms/FormRepository/PaymentCardTerminalInspectionLog.pdf

Contact Us
Cash & Credit Management Services

Mail Stop 1102  cash.credit.services@ttu.edu  806-742-3271
depts.ttu.edu/ccms/