

**Policy:**

Effective September 1, 2022, Division of Educational Outreach is no longer accepting cash as a form of payment for class registrations and purchasing of parking permits.

**Why cashless?**

- Improve efficiency of student and client transactions
- Improve safety of staff by not handling and storing cash on campus
- Mitigate campus health by reducing contact between students and staff
- Decrease processing time of refunds for students who pay by credit cards instead of cash
- Streamline division operations to align with campus operations
- Improve accountability and internal controls
- Increased security over transactions

**Valid forms of payment**

- Credit/debit cards (VISA, MasterCard, Discover, American Express)
- Checks (Payable to the Board of Regents)
- Money orders

**Cashless operations implementation**

The DEO Operations team will work with the DEO units to inform students during the Summer 2022 semester that we will not be accepting cash payments as of September 1, 2022. For the few instances of students and clients who prefer to use cash, DEO Operations and DEO units will provide information to these students and clients on what alternative options they have in making payment for their transactions.