In response to the COVID-19 pandemic, banks are taking various actions to maintain operations while protecting the health of customers and employees. Many banks are reducing operating hours, restricting lobby access, and temporarily closing branches. Before heading to deposit funds at a bank branch, check the bank’s website or call the specific branch to learn of any changes to its operations.

ORS 293.265 and Treasury policy FIN 201 require agencies to deposit moneys within one business day after receipt or collection. Both the statute and our policy authorize agencies to deposit moneys within a reasonable period beyond one business day as long as an agency documents a valid business reason for using a longer period and the period is no longer than necessary to satisfy the business reason. Agencies needing additional time to deposit moneys due to the COVID-19 pandemic should appropriately document the reasons, which could include impacts to agency staffing and impacts to bank branch operations. See FIN 201 for more information and a list of items to consider when holding moneys for deposit.

Signing & Submitting Cash Management Forms

With many state employees working from home to support social distancing, Treasury recognizes that agencies may face challenges signing and submitting certain cash management forms. To assist agencies, we are revising our wire transfer and account transfer forms to accommodate electronic signatures. The revised forms, and instructions on how to complete them, will be available on our website early next week.

Interest Rates

<table>
<thead>
<tr>
<th>Month</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>2.25%</td>
</tr>
<tr>
<td>February 1–29</td>
<td>2.25%</td>
</tr>
</tbody>
</table>
Service Spotlight

Interfund borrowing is intended to assist agencies that may be experiencing short-term, transitory cash imbalances created in the conduct of legislatively approved agency activities. Borrowing is not to be used to fund activities not already contemplated in an agency’s approved budget. An agency interested in interfund borrowing must submit a written request that addresses various requirements, including how the funds will be repaid. Requests are reviewed and considered and, if approved, the agency will be required to execute an interfund borrowing agreement and will be assessed a loan set-up fee. See Treasury policy FIN 209 for more information.

If you are interested in evaluating your business needs and available options, or have questions regarding interfund borrowing generally, contact Customer Solutions at CustomerSolutions@ost.state.or.us.

Staff Changes

Earlier this month, Shannon Kammerman accepted a position with Treasury’s Public Funds Collateralization Program. Shannon has been a member of our Customer Solutions team since joining Treasury in 2017. As the former controller of a local credit union, we are excited to draw on Shannon’s banking experience and expertise as we work to protect public funds across Oregon. The remaining members of the Customer Solutions team—Mike Auman, Lyndsie DeOlus, and Heidi Lancaster—are available to assist agencies in evaluating and implementing cash management solutions. You can contact Customer Solutions at 503.373.7312 or at CustomerSolutions@ost.state.or.us.

Armored Vehicle Services

On March 24, DAS Procurement Services advised agencies using armored vehicle services under Price Agreement 3396 to inform Loomis of any building restrictions or closures that could affect services. Contact Loomis at LoomisPortlandOR@us.loomis.com to communicate any impacts for your agency. Be sure to include the pickup address, pickup time, and contact person for the location.
**Director of Finance**
Cora Parker  
503.378.4633

**Deputy Director of Finance**
Mike Auman  
503.378.2752

**Policy & Strategy Manager**
Bryan Cruz González  
503.378.3496

**Cash Management Analyst**
Natalya Cudahey  
503.378.8256

**Administrative Specialist**
Kari McCaw  
503.378.4633

**Banking Fax**  
503.373.1179

**Banking Operations Manager**
Edie Kessel  
503.373.1897

**Banking Operations Coordinator**
Ellis Williams  
503.378.4990

**ACH File Issues**
ach.exception.notify@ost.state.or.us

**Check Fraud/Stop Payments**
**Check Image Requests**
**Check Stock Testing**
Ashley Moya  
503.373.1944

**Fed Wires/ACH Origination**
Shannon Higgins  
503.378.5043

**Local Government Investment Pool**
Edie Kessel  
503.373.1897

**Merchant Card/U.S. Bank**
Nikki Main  
503.378.2409

**Online User**
**Password Resets**
ost.banking@ost.state.or.us

**Safekeeping/Debt Service**
Sherry Hayter  
503.378.2895

**Customer Solutions Team**
customersolutions@ost.state.or.us  
503.373.7312

**Analysts/Consultants**
Lyndsie DeOlus  
Heidi Lancaster

**Cash Management Improvement & Renewal Program**
cmirp@ost.state.or.us

**Manager**
Brady Coy  
503.378.2457

**Business Analyst**
Angel Bringelson  
503.378.5865

**Contracted Project Manager**
(TEK Systems)  
David Riffle  
503.373.7864