

From: UFS Communications
Sent: 11 March 2020 16:58
Subject: Update on Cash Office for Thursday 12 March 2020

Dear all

Update on Cash Office for Thursday 12 March 2020

Please be advised that with the access to the old School being unavailable tomorrow the following arrangement will apply to the Cash Office:

- 1) If you can manage to next week we would ask that you do that rather than replenish your petty cash this week.
- 2) If you do need to replenish, please email ufscashier@admin.cam.ac.uk and we will make suitable arrangements.
- 3) Cheques that need to be banked can be done in Barclays Bank in Sidney Street as normal. If you do not have a paying in book please contact the helpdesk.
- 4) We have no scheduled Barclaycard collection for tomorrow but if you are expecting a card these can be collected from Greenwich House as usual.

We apologise for this temporary position which is beyond our control.

Issued by [Andrew Weatherley](#) - Receivable and Cash Management,

Sent to UFS Email Distribution Group and the UFS Key Contacts email Group

* For All queries regarding this UFS communication or if you have a problem with the format please email UFS_enquiries@admin.cam.ac.uk