Cashier’s Office Procedures for Reopening Fall 2020

Process

All in-person services will be provided by appointment only. Appointments will be available between 8:30am and 4:30pm Monday – Friday.

Appointments can be made by emailing cashiersoffice@duq.edu or calling 412-396-5562. No more than 2 customers will be permitted in the office at one time.

Upon arrival to your appointment, call 412-396-5562 for admittance into the office.

Please maintain social distance guidelines and wear a mask while in the office. After each visit we will sanitize the area for the next patron.

Online payments through Cashnet are our preferred method of payment processing, however cash will still be accepted.

Kiosk Customers

The Kiosk will be available for use and it will be sanitized each morning and after each customers’ use.

If you would like to wipe the keyboard, mouse, etc. yourself then please ask to use gloves and sanitizing spray to ensure your safety.

Please notify a Cashier when you have completed your transactions so we may sanitize the area for the next patron.

Departments

Departments should continue to make their deposits using the night depository, located on the exterior of the Admin Building on the side facing the Admin Parking Lot.

If face to face deposits are required, please schedule an appointment with the Cashier’s office to process. Appointments can be requested by emailing cashiersoffice@duq.edu or calling 412-396-5562.

Receipts will not be issued at the counter for department deposits. Confirmation receipts will be emailed when the Cash Reports (CR-1) has been processed.

If you deposit by night depository then confirmation receipts will be emailed when the CR-1 has been processed.