

## **Remote Deposit Capture Policy**

Background: Remote deposit capture is a banking service that allows a user to scan checks and transmit the scanned images to a bank for posting and clearing. The basic requirements for remote deposit capture service include a PC, an internet connection, a check scanner and a bank account relationship.

**Policy:** The State Treasurer's Office will allow, by exception, agencies to deposit checks electronically to a state treasury bank account in lieu of physically delivering checks to the State Capitol offices. Agencies eligible to utilize remote deposit must process a smaller number of checks and have lower dollar deposits – which would not impact State cash availability on deposits or interest earnings.

Agencies must first receive approval of the Treasurer's Office to participate in this process. The Treasurer's Office will work with the agency and a state treasury banking vendor (designated by the Treasurer's Office) to order equipment and complete implementation. Agencies utilizing remote deposit must follow remote deposit capture procedures outlined by the State Treasurer's Office and the bank. The agency director must sign an agreement with the Treasurer's Office agreeing to follow State Treasury remote deposit capture procedures and bank processes.

Agencies utilizing remote deposit capture services are still required to adhere to all policies related to Deposit Processing in and State Statute 84-710 and the State Accounting Manual.

Approved:

A handwritten signature in blue ink, appearing to read "Steve Olson".

Nebraska State Treasurer

11/15/2010

Date