



Finance Department

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Memorandum

To: All Faculty, Staff and Students

From: Financial Accounting and Reporting

Subject: Implementation of a Cashless Campus

Dear Faculty, Staff and Students:

As we navigate through a new way of living and interacting in the world today, the University has decided to move towards a cashless campus. Although this change in policy will be an adjustment to some, we believe it is the best way to move forward in the interest of the safety and health of our campus. Please note cheques will still be accepted and are not considered cash as it pertains to the cashless campus.

The Finance Department has completed a review of payment methods received by departments on campus and it was determined that many departments already receive electronic payments for the majority of the transactions processed. Please review our updated **Cash Handling Policy** on the [Finance website](#) (under Policies, Cash Handling Policy) for any specific questions related to handling of cash transactions. If your department is in need of an electronic terminal to accept debit/credit card transactions, please contact the [Finance Department](#) to request a machine.

In lieu of cash, we encourage campus community members to use their UWincard to complete transactions on campus. Cash will still be accepted on campus at the UWincard kiosks to add monies to your employee or student UWincard. Kiosks are located in the Leddy Library and the CAW Centre, and should demand exist, we will look to add more kiosks across campus in the future. You may also add funds to your UWincard at the UWincard office or online on the [UWincard website](#). Should your department require a machine to accept payments via UWincard, please contact the [UWincard office](#).

Although the University of Windsor is shifting towards a cashless environment, we understand that there may be circumstances in which cash transactions need to take place to conduct business effectively. This includes special events such as performances and sporting events, once they recommence, as well as in emergency scenarios. These circumstances are further outlined in our [Cash Handling Policy](#).

The University is working closely with our partners in electronic transactions to ensure that we can fully utilize their system capabilities to meet our needs of accepting multiple forms of electronic payments.

If you have any questions or concerns with the above, please reach out to [Rachel McRae, Controller, Finance Department](#) for further information.

Sincerely,

A handwritten signature in cursive script that reads 'Rachel McRae'.

Rachel McRae, Controller, CPA, CA, CISA
Finance Department