

Date: March 30, 2020
Subject: Money Orders

As part of our agency's COVID-19 response, DOC business offices are implementing social distancing practices by having staff telework as much as possible. The processing of physical money orders must occur on-site. Teleworking limits the amount of time staff are physically in the office to process money orders. Deposit of money orders may be delayed. The State Treasurer's Office has issued guidance suspending normal timeframes to deposit money and are allowing state agencies up to two weeks between bank deposits. The reason for the Treasurer's Office guidance is due to banks limiting patrons' to drive-up traffic or **requiring** an appointment for social distancing protocols.

The Business Office is recommending to family and friends to use an electronic deposit method if possible. Using JPAY or Western Union will allow staff to access money entries while teleworking and post more quickly. Your friends and family may still send in a money order, but please allow up to two weeks for posting to your TAS account.

Thank you,
Business Services