

STUDENT TRANSACTIONS

What's changing?

With the new campus SIS, some student transactions will no longer be processed at the SA Cashier window on the 2nd floor of 2610 Channing Way.

Starting immediately:

- Cash, check, or money order payments dropped off with SA Cashier for rent or room & board are transferred by SA Cashier to Campus Billing and Payment Services for processing*.
- Accept only cash, check or money order payments for add-on points for meal plans and Cal 1 Card debit dollars, until further notice. Credit cards will only be accepted via the Cal Dining or Cal 1 Card website.

What's staying the same?

SA Cashiers will continue to:

- Answer inquiries about meal plans and housing charges.
- Process changes or cancellations to existing non-resident meal plans.
- Process meal plan add-on points (cash, check, and/or IOC).
- Process Cal 1 Card debit purchases (cash, check, and/or IOC).
- Process summer residents' payments for lost cards and keys.
- Process ECEP child care payments by student parents.

FACULTY, STAFF, POST-DOC, PARENT, COMMUNITY TRANSACTIONS

What's changing?

Starting immediately:

- Accept only cash, check, or money order payments for meal plans and Cal 1 Card debit dollars. Credit cards will only be accepted via the Cal Dining website.
- Check or money order rent payments dropped off with SA Cashiers are transferred by SA Cashiers to Campus Billing and Payment Services for processing*.

What's staying the same?

Faculty, Staff, Post-Docs, etc. can continue to:

- Make online rent payments via E-Bill: <http://ebill.berkeley.edu/>
- Purchase meal plans via the Cal Dining website, with a credit card.
- Purchase Cal 1 Card debit dollars via the Cal 1 Card website, with a credit card.

RSSP INTERNAL UNIT TRANSACTIONS (i.e. Cal Dining, Cal Catering, Conference Svcs)

What's changing?

- Nothing; all current processes stay the same.

**SA Cashiers will make a daily delivery of all such payments to Campus Billing and Payment Services 192 University Hall, MC #1110, 2199 Addison Street, Berkeley, CA, 94720-1110. Campus Billing and Payment Services will process the payment within two business days of receipt. SA Cashiers highly encourage clients to drop-off or mail the check directly to BPS for faster processing.*

SA CASHIERS INFORMATION

- Window hours remain unchanged: 10:00a.m.-4:00 p.m., Monday-Friday.
- Available via 510-642-1524 (phone), 510-643-3411 (fax), or BusOps@berkeley.edu
- Payment Options:
 - SA Cashiers window
 - Mail to SA Cashiers, 2610 Channing Way #2272, Berkeley, CA 94720-2272
 - Place in drop box outside 2610 Channing Way (west side of the entrance, facing the bike racks).