

# THE NIH CASHIER OPERATIONS

The cashier's operation performs various disbursement and collection services for the NIH community.

Each of the 5 locations has distinctive functions and services.

## Cashier Locations:

[NIH, Main Campus, Clinical Center Bldg. 10](#)

[NIH, Main Campus, Bldg. 31](#)

[North Carolina, Research Triangle Park, NIEHS](#)

[Maryland, Baltimore, NIDA](#)

[Montana, Hamilton, Rocky Mountain Laboratories](#)

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## **NIH, Main Campus, Clinical Center, Cashier Operations**

Location: Building 10, Room 1C62

Phone: 301-496-2654

Fax: 301-480-3568

Mailing Address:

NIH  
9000 Rockville Pike  
Building 10/1C62  
Bethesda, Maryland 20892  
Attention: Cashiers Office

Hours of Operation:

Monday – Friday 9:00am – 5:00pm

Closed Saturday and Sunday

Closed Government Holidays

Primary Cashiers:

[Marcella Murray Braga](#)

[P'nina Campbell](#)

Supervisor: [Barry Koitz](#)

Phone: 301-451-6866

## **SERVICES PROVIDED**

[PATIENT RELATED](#)

[EMPLOYEE RELATED](#)

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## **NIH, Main Campus, Bldg. 31, Cashier Operations**

Location: Building 31, Room B1B23

Phone: 301-496-1407

Fax: 301-402-8311

Mailing Address:

NIH

9000 Rockville Pike

Building 31/B1B23

Bethesda, Maryland 20892

Attention: Cashiers Office

Hours of Operation:

Monday – Friday 9:00am – 5:00pm

Closed Saturday and Sunday

Closed Government Holidays

Primary Cashiers:

[Samuel Coldsmith](#)

[Nellie Leavy](#)

Supervisor: [Barry Koitz](#)

Phone: 301-451-6866

## **SERVICES PROVIDED**

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## **North Carolina, Research Triangle Park, NIEHS, Cashier Operations**

Location: Building 101/C-162  
Phone: 919-541-3307  
Fax: 919-541-4704  
Mailing Address:  
NIEHS  
P.O. Box 12233  
Research Triangle Park, North Carolina 27709  
Attention: Cashiers Office

Hours of Operation:  
Monday – Friday 9:00am – 11:00am  
Closed Saturday and Sunday  
Closed Government Holidays

Primary Cashiers:  
[William Boyd](#)  
[Ana Haydl](#)

Supervisor: [Ronda Rice](#)  
Phone: 919-541-0086

## **SERVICES PROVIDED**

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## **Maryland, Baltimore, NIDA, Cashier Operations**

Location: Building C/Room 246  
Phone: 410-550-1499 or 410-550-0813  
Fax: 410-550-1627  
Mailing Address:

NIDA/IRP  
John Hopkins Bayview Campus  
5500 Nathan Shock Drive  
Building C, Room 246  
Baltimore, Maryland 21224  
Attention: Cashiers Office

Hours of Operation:  
Monday – Friday 9:00am – 3:00pm  
Closed Saturday and Sunday  
Closed Government Holidays

Primary Cashiers:

[Christine McCray](#)  
[Dianne French](#)

Supervisor: [Mary Affeldt](#)  
Phone: 410-550-1499

## **SERVICES PROVIDED**

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## **Montana, Hamilton, Rocky Mountain Laboratories**

Location: Building 13/Stock Room  
Phone: 406-363-9459  
Fax: none  
Mailing Address:  
Rocky Mountain Laboratories  
903 South 4<sup>th</sup> Street  
Hamilton, Montana 59840  
Attention: Cashiers Office

Hours of Operation:  
Monday – Friday 8:00am – 4:30pm  
Closed Saturday and Sunday  
Closed Government Holidays

Primary Cashiers:  
[Toni Daguerre](#)

Supervisor: [Pat Stewart](#)  
Phone: 406-363-9218

## **SERVICES PROVIDED**

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# PATIENT SERVICES

## VOUCHER PAYMENTS

1. [Patient Travel Vouchers](#)
2. [Patient Emergency Funds Vouchers](#)
3. [Patient Monies Receipts](#)

## PATIENT DEPOSIT CASH/VALUABLES ACCOUNTS

1. [Valuables](#)
2. [Monies](#)

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# PATIENT TRAVEL VOUCHER

## TYPES OF IDENTIFICATION ALLOWED FOR VOUCHER PAYMENT

### (One Required)

1. State Driver's License
2. State Photo Identification
3. Passport
4. NIH issued Patient ID card
5. NIH hospital ID bracelet

## PAYMENT PROCESS

1. Patient travel vouchers are picked up at the Clinical Center Patient Travel Voucher Office, room 1C200B
2. Patient brings voucher to the cashier office for payment.
3. Patient may select either cash or check payment for voucher.
4. ID is required for all transactions.

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# PATIENT EMERGENCY FUNDS VOUCHER

## TYPES OF IDENTIFICATION ALLOWED FOR VOUCHER PAYMENT

### (One Required)

1. State Driver's License
2. State Photo Identification
3. Passport
4. NIH issued Patient ID card
5. NIH hospital ID bracelet

## PAYMENT PROCESS

1. Patient emergency funds vouchers are picked up at the Clinical Center Social Works Department, room 1N255
2. Patient brings voucher to the cashier office for payment.
3. Patient may select either cash or check payment for voucher.
4. ID is required for all transactions.

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# PATIENT MONIES RECEIPT VOUCHER

## TYPES OF IDENTIFICATION ALLOWED FOR VOUCHER PAYMENT

### (One Required)

1. State Driver's License
2. State Photo Identification
3. Passport
4. NIH issued Patient ID card
5. NIH hospital ID bracelet

### PAYMENT PROCESS\*

1. Patient comes to cashier office with carbon copy of Patient Deposit Certificate
2. Patient tells cashier how much money they want to withdrawal from their account
2. Cashier fills out Patient Monies Receipt Voucher in requested amount
3. Patient may select either cash or check payment for voucher.
4. ID is required for all transactions.

\*Payment process **ONLY** for already opened Patient Accounts w/deposited money

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# PATIENT DEPOSIT CERTIFICATE

## TYPES OF IDENTIFICATION ALLOWED TO OPEN A DEPOSIT ACCOUNT

### (One Required)

1. State Driver's License
2. State Photo Identification
3. Passport
4. NIH issued Patient ID card
5. NIH hospital ID bracelet

### ACCOUNT PROCESS\*

1. Patient comes to cashier office with cash/valuables for safekeeping
2. Cashier fills out Patients Deposit Certificate Account
3. Carbon copy of account form is given to patient
4. Patient must present their copy of account for every future transaction on their account
5. ID is required for all transactions.

\*All patients may open a Patients Deposit Account

## VALUABLES

1. All types of valuables may be held for a patient
2. All valuables are held in the cashier safe

### EXAMPLES:

1. Wallets/Credit Cards
2. Cameras
3. Laptops
4. Jewelry
5. Travelers Checks
6. Passports

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# PATIENT DEPOSIT CERTIFICATE

## TYPES OF IDENTIFICATION ALLOWED TO OPEN A DEPOSIT ACCOUNT

### (One Required)

1. State Driver's License
2. State Photo Identification
3. Passport
4. NIH issued Patient ID card
5. NIH hospital ID bracelet

## ACCOUNT PROCESS\*

1. Patient comes to cashier office with cash/valuables for safekeeping
2. Cashier fills out Patients Deposit Certificate Account
3. Carbon copy of account form is given to patient
4. Patient must present their copy of account for every future transaction on their account
5. ID is required for all transactions.

\*All patients may open a Patients Deposit Account

## MONIES

1. All monies are deposited immediately by the cashier
2. Same denominations may not be available when withdrawing monies, especially large denominations.

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# EMPLOYEE SERVICES

## VOUCHER PAYMENTS

1. [Travel Advances per Travel Audit](#)
2. [Travel Vouchers per Travel Audit](#)
3. [SF-44s Purchase Order Invoices](#)
4. [Employee Emergency Salary Requests](#)
5. [1129 Reimbursements](#)
6. [NIH 2555-A Order for Supplies or Services \(Professional Service Contracts\)](#)

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# EMPLOYEE TRAVEL ADVANCES

## TYPES OF IDENTIFICATION ALLOWED FOR VOUCHER PAYMENT

### (One Required)

1. State Driver's License
2. State Photo Identification
3. Passport
4. NIH issued Photo ID card

**Messenger Pick-ups require a signed letter of permission to pick-up payment**

## PAYMENT PROCESS

1. Travel Advance is approved by Travel Audit to be paid at the Cashier's Office\*
2. Voucher is taken to the cashier's office for payment.
3. Id is required for all transactions

**\*Employee travel advances are normally paid electronically, only emergency circumstances allow travel audit to approve vouchers to be paid by the cashiers office**

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# EMPLOYEE TRAVEL VOUCHERS

## TYPES OF IDENTIFICATION ALLOWED FOR VOUCHER PAYMENT

### (One Required)

1. State Driver's License
2. State Photo Identification
3. Passport
4. NIH issued Photo ID card

**Messenger Pick-ups require a signed letter of permission to pick-up payment**

## PAYMENT PROCESS

1. Travel voucher is approved by Travel Audit to be paid at the Cashier's Office\*
2. Voucher is taken to the cashier's office for payment.
3. Id is required for all transactions

**\*Employee travel vouchers are normally paid electronically, only emergency circumstances allow travel audit to approve vouchers to be paid by the cashiers office**

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# SF-44 PURCHASE ORDER INVOICE VOUCHERS

## TYPES OF IDENTIFICATION ALLOWED FOR VOUCHER PAYMENT

### (One Required)

1. State Driver's License
2. State Photo Identification
3. Passport
4. NIH issued Photo ID card

**Messenger Pick-ups require a signed letter of permission to pick-up payment**

## PAYMENT PROCESS

1. SF-44 is approved AND signed by authorized official
2. Voucher is taken to the cashier's office for payment.
3. Id is required for all transactions

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# EMPLOYEE EMERGENCY SALARY REQUEST VOUCHERS

## TYPES OF IDENTIFICATION ALLOWED FOR VOUCHER PAYMENT

### (One Required)

1. State Driver's License
2. State Photo Identification
3. Passport
4. NIH issued Photo ID card

**Messenger Pick-ups require a signed letter of permission to pick-up payment**

## PAYMENT PROCESS

1. Employee emergency salary request is approved AND signed by authorized official
2. Voucher is then signed by the payroll operations chief.
3. The disbursing service section chief then signs voucher.
3. Voucher is taken to the cashier's office for payment.
5. Id is required for all transactions

Employee is given a copy of the completed voucher for their records.  
Repayment to the cashier's office has to be done before the 30-day loan period is over.  
Repayment may be made in the form of personal check, cash or money order.

**If the emergency loan is not repaid in 30 days, IMMEDIATE action begins to offset the employees pay.**

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# SF 1129 REIMBURSEMENT VOUCHERS

## **TYPES OF IDENTIFICATION ALLOWED FOR VOUCHER PAYMENT**

### **(One Required)**

1. State Driver's License
2. State Photo Identification
3. Passport
4. NIH issued Photo ID card

**Messenger Pick-ups require a signed letter of permission to pick-up payment**

## **PAYMENT PROCESS**

1. SF-1129 reimbursement voucher is approved AND signed by authorized official
2. Voucher is then signed by the accounts payable Certifying officer.
3. Voucher is taken to the cashier's office for payment.
4. Id is required for all transactions

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# **NIH 2555-A ORDER FOR SUPPLIES OR SERVICES (PROFESSIONAL SERVICE CONTRACTS)**

## **TYPES OF IDENTIFICATION ALLOWED FOR VOUCHER PAYMENT**

### **(One Required)**

1. State Driver's License
2. State Photo Identification
3. Passport
4. NIH issued Photo ID card

**Messenger Pick-ups require a signed letter of permission to pick-up payment**

## **PAYMENT PROCESS**

1. NIH 2555-A voucher is approved AND signed by authorized official
2. Voucher is then signed by the receiving office
3. The receiving office also places full receiving into the computer.
4. Voucher is taken to the cashier's office for payment

**Payment of NIH 2555-A is made at the cashier's office ONLY if the individual has a foreign address**

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# **COLLECTIONS**

## **(CHECKS SUBMITTED FOR DEPOSIT)**

### **REQUIREMENTS FOR CHECK DEPOSITS**

1. ALL CHECKS MUST BE MADE PAYABLE TO ONE OF THE FOLLOWING:

NIH  
US TREASURY  
ANY NIH INSTITUTE/DIVISION  
NIH EMPLOYEE \*

**\*ONLY IF EMPLOYEE ENDORSES THE CHECK "MAKE PAYABLE TO NIH" AND SIGNS THEIR NAME**

2. ALL CHECKS MUST HAVE SUPPORTING DOCUMENTATION WHICH INCLUDES:

ACCOUNTING INFORMATION/ CAN NUMBER/ OBJECT CLASS  
SOME FORM OF DOCUMENT

EXAMPLES:

ORDER/INVOICE, TRAVEL ORDERS, 348 FORMS

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