

## Philosophy Department

### Cash Handling Procedures

Advising Assistant receives, endorses and makes copies of the checks. All checks received are logged into the PHIL GTF spreadsheet or PHIL journal entry log. Any personal information such as bank name/account # etc. is marked out on copies of the checks.

A journal entry is prepared by the Department Business Administrator or if the funds received are from a donor the Advising Assistant prepares a gift transmittal for deposit.

When the funds are placed in the deposit bag, it is verified by two individuals, which will be the Department Business Administrator and Advising Assistant. If one of them is unavailable at that time, the Department Chair will be the back up of the second individual. The bag is sealed immediately after second verification.

If a journal entry has been created it will be submitted along with the deposit bag to the Student Financial Service office.

If a gift transmittal has been created it will be submitted along with the deposit bag to the Donor and Alumni Records office.

Advising Assistant will then contact the University Police for a money pick-up.

On a monthly basis, the Department Business Administrator will reconcile the check GTF and journal entry log to PeopleSoft reports.

The Department Business Administrator and Advising Assistant are the only employees who have access to the locked file cabinet.