

Center for Mexican American Studies
CASH HANDLING GUIDELINES
(MAPP 05.01.01 – Cash Handling)

- I. All persons accepting cash (currency, money orders, checks, credit/debit cards) must be authorized to do so.
 - A. All employees authorized to handle credit card transactions shall complete required online credit card training annually.
 - B. All employees authorized to handle cash, including currency, money orders, and checks, shall complete required online cash handling training and certification annually.
- II. Each time cash is received in person, an acceptable forms of receipt must be used:
 - A. Uniquely and consecutively pre-numbered receipts, with a duplicate copy maintained as a cash receipts log.
 - B. Dated cash log.
 - C. Pre-numbered tickets.
 - D. Cash register tapes.
 - E. Other documentation.
 - F. Note – an exception to this requirement would be small amounts of coins accepted for copy charges.
- III. Acceptable Forms of Payment:
 - A. Checks & Money Orders
 - 1. Must be made out to the “University of Houston”
 - 2. Must be restrictively endorsed “For Deposit Only” immediately upon receipt.
 - 3. Must include a cost center for deposit as part of the restrictive endorsement.
 - 4. Checks require a valid driver’s license or other identification (if the individual writing the check does not have a driver’s license, a valid governmental picture I.D., such as an I.D. issued by a state department of public safety, or a passport, may be accepted as identification).
 - 5. If foreign drafts (checks) are to be accepted, contact the Treasurer’s Office prior to acceptance. Foreign drafts are to be deposited as separate transactions from domestic checks and cash, using separate deposit tickets, cash receipts, and bank bags. Service and banking charges incurred for the processing of foreign drafts will be charged back to the department accepting the foreign draft.
 - B. Debit and/or credit cards (where authorized by the Vice President for Administration and Finance or designee and the Treasurer’s Office in accordance with the requirements of UH System Administrative Memoranda 03.A.06).
 - C. Currency
 - 1. Departments are encouraged to accept payments only in U.S. funds.
- IV. Checks, money orders, and currency must be physically safeguarded securely stored until transmitted to SFS, the Treasurer’s Office, or Donor and Alumni Records. Locked filing cabinets or drawers or safes are acceptable storage mechanisms.
- V. Cash receipts are deposited as follows:
 - A. Found monies are immediately turned over to the UH Department of Public Safety (DPS).
 - B. Endowed gifts are sent to the Treasury Department with a Gift Transmittal Form (GTF) and documentation including one copy of the check and any other information regarding the endowment. The Treasurer’s Office will deposit the gift and forward the GTF and documentation to Donor and Alumni Records.

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- C. Non-Endowed gifts are sent to Donor & Alumni Records with a Gift Transmittal Form (GTF) and documentation including one check copy within one working day of receipt. The GTF must include a certifying signature indicating that the funds are being deposited into a cost center in accordance with any applicable funding source restrictions.
 - D. Receipts from departmental sales are processed as described below.
 - E. Unidentified deposits (those where the purpose and recipient of the payment cannot be identified, including gifts) are referred to the Treasurer's Office for research and deposit to the university's depository institution and recording in the unidentified receipts cost center. The Treasurer's Office and the submitting department will research the source of funds to determine the appropriate cost center for the receipt of funds
- VI. Deposit Timeliness:
- A. Credit card receipts must be accumulated and posted daily via journal entry.
 - B. All monies received totaling \$100 or more must be deposited with SFS within one working day of receipt. SFS shall, in turn, deposit funds with the university bank within one working day of receipt.
 - C. Amounts less than \$100 may be held no longer than five working days prior to deposit.
 - D. Off Campus departments are subject to the same deposit requirements.
- VII. Deposit Procedures:
- A. Separate deposit tickets must be prepared for cash and check
 - B. Separate deposit summary forms must be prepared for cash and checks
 - C. A single journal can be prepared for both deposits if both will be sent for deposit at the same time, but separate BANK journal lines are required for each separate deposit tickets.
 - D. Deposit bags will contain the cash or checks and that deposit ticket
 - E. Deposit bags will have a copy of the deposit summary form and a copy of the journal attached. If the same journal is used for multiple deposit bags, a copy of the same journal can be attached to multiple bags.
 - F. Cash deposits must be prepared and reconciled by two authorized employees (of which one must be an employee of the department making the deposit). Each employee must:
 - 1. Independently verify placement of the funds into the deposit bag; and
 - 2. Complete and sign the Cash Deposit Summary form.
 - G. Departments complete and submit a journal through workflow via path 2, Department – SFS – General Accounting. A copy of the journal coversheet is transmitted to SFS along with the cash deposit bag.
 - 1. Journals are submitted within the same time frame as deposits.
 - H. Overages and Shortages of less than \$20 on cash receipts are recorded to the departmental cost center on the journal using account 50015.
 - 1. The fund or cash handling custodian must maintain a log of all overages/shortages, including the date and amount.
(Addendum D of MAPP 05.01.01, linked at:
<http://www.uh.edu/finance/pages/References.htm>),

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2. Individual overages/shortages in excess of \$20, or annual cumulative overages/shortages exceeding \$40, must be immediately reported to General Accounting and the Treasurer's Office. Departments with large cash handling operations may be permitted larger overage/shortage allowances with permission from the Treasurer. The Treasurer will provide the names of these units/departments to Internal Auditing.
 - I. Cash deposits are made using authorized bank bags obtained from SFS, unless prior approval is received from the Treasurer.
 - J. Revenues shall be deposited and managed in a cash recipient cost center authorized for that purpose by the Budget Office.
 - K. Cash deposits for departments outside of the Welcome Center are transferred to SFS by the UH DPS. Departments should contact the UH DPS to make arrangements for the transfer of deposits.
 - L. Cash deposits should never be sent through the mail.
- VIII. Additional Deposit Procedures for Off-Site Locations:
 - A. University departments physically located away from central campus may arrange for transportation and deposit of cash receipts directly to the university's depository institution. Such arrangements require advance approval by the responsible College of Division Business Manager and the Director of General Accounting or their designees.
 - B. University departments with academic operations in foreign countries may obtain approval for the establishment of a bank account in that country, in accordance with UH System Administrative Memorandum 03.F.07. Transfer of funds to the foreign bank account will be accomplished via an electronic transfer initiated by the Treasurer's Office upon request of the department and with the approval of the Director of General Accounting or designee. Requests for transfer are to be the minimum amount necessary to meet anticipated cash demands, and all disbursements from the account are to be recorded by General Accounting upon presentation of approved vouchers and supporting receipts from the departments. Adjustments for currency fluctuations are to be recorded as necessary, but no less frequently than once per fiscal year.
- IX. Records
 - A. Departments retain copies of reconciled cash register activity logs, checks, and individual invoices or receipts with departmental records for six months for audit purposes.
 - B. Departmental cost centers shall be reconciled monthly. All discrepancies must be cleared when identified and department financial records corrected in accordance with UH System Administrative Memorandum 03.F.04 – Cash Handling.
- X. Credit cards
 - A.