

## **African American Studies**

### **Cash Handling Procedures**

Secretary or Office Coordinator: Opens the mail, stamps the back of the checks with “for deposit only” stamp, makes copies of the front/back of checks and give checks/cash directly to Office Coordinator. In the event that the Office Coordinator is not available, the Secretary or DBA puts the checks, copies and backup documentations in the locked safe which is located in the Office Coordinator’s office.

Office Coordinator: Creates the journal for the deposit through PeopleSoft Financial system. Journal entry is budget checked, saved and printed. Once the cash deposit forms are created from the finance page, the funds are placed in the deposit bag and verified against the cash deposit form by two individuals. The journal and backup documents are approved through workflow, at which time the DBA reviews and approves then forwards to General Accounting.

After funds are verified, the deposit bag is sealed. Office Coordinator completes a transmittal form and calls UH Police to pick up deposit bag and original journal entry document to be transported to Student Financial Services.

A copy of the deposit slip, journal entry, cash deposit form, and backup documentation is kept in the office.

DBA will reconcile on a monthly basis to ensure that the correct amount for deposit is posted to correct cost center.

#### **Access to Safe:**

AAS Director, Office Coordinator, and Secretary and have the combination to the safe.