

# Academic Affairs Division

## CASH HANDLING PROCEDURES

### OPERATIONAL SUMMARY

Following is summary of cash procedures. More detail on each step follows the summary:

1. Safeguarding Cash – A designated area within the Department should be maintained for the safe-keeping of cash and cash receipts, such as a safe or locked file cabinet.
2. Receiving cash –
  - o Person receiving the cash cannot be the same person who has the responsibility for preparing the deposit.
  - o All checks or other negotiable currency must be endorsed immediately upon receipt as follows:

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**Business Unit - Fund - Dept - Program - Project - SpeedType - PS Acct**

3. Cash Receipts – A pre-numbered or controlled cash receipt will be issued for each cash or credit card transaction.
4. Preparing Cash Deposit –
  - o Count cash and reconcile to cash receipts.
  - o Prepare original Deposit Slip.
  - o Scan one original sized copy of deposit slip.
  - o Make a copy of backup documentation.
  - o Place cash/checks into designated sections of tamper-proof bag along with the original deposit slip. Also include a copy calculator tape with checks.
  - o Complete an online PS Journal.
  - o To PS Journal, upload scanned copies of deposit slip and backup documentation.
  - o Submit Journal through workflow in PS-Finance for approval by persons designated with certifying signature authority.
  - o After submitting journal into workflow, attach a completed Money Transmittal Form to sealed money bag. UH Police Officer or Security will pick up deposit(s) and deliver to Student Financial Services in the Welcome Center or designated Bank for Departments operating at remote sites.
    - Contact UHPD via web-request page at <http://uh.edu/police/transfers.html>.
    - **UH MAIL IS NOT TO BE USED FOR DELIVERY OF ANY CASH TRANSMITTAL.**
5. Timeliness of Deposits – All deposits will be submitted to Student Financial Services within a 24-hour period.

**All employees have an obligation to report any suspected theft, fraud, embezzlement, or any other irregularity causing a loss of cash. Employees who are aware of criminal activity and fail to report such may be subject to disciplinary action. Employees are required to cooperate with any police or audit investigation, and they may be requested, to keep their knowledge of the investigation confidential.**

**ACADEMIC AFFAIRS  
POLICIES AND PROCEDURES FOR  
RECEIPT, CUSTODY AND DEPOSIT OF UNIVERSITY FUNDS**

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<b>PURPOSE</b>	Procedures for the handling of cash receipts are designed to provide accountability for monies received in accordance with accepted standards of internal controls.
<b>REFERENCES</b>	MAPP 05.01.01, SAM 03.F.04, Online Cash Handling Training
<b>PROCEDURES</b>	PART I: GENERAL STATEMENT PART II: PROCESSING CASH RECEIPTS AND REVENUE CLASSIFICATION PART III: PREPARING CASH AND CHECK DEPOSITS PART V: CREDIT CARD PROCEDURES PART VI: GIFT TRANSMITTAL FORMS PART VII: TIPS

**PART I: GENERAL STATEMENT**

Procedures for the handling of cash receipts are designed to provide accountability for monies received in accordance with accepted standards of internal controls. All employees within the Division of Academic Affairs are responsible for complying with the policies and procedures described below. Failure to adhere to these policies and procedures may result in disciplinary and/or legal action being taken. The charging of fees or agreements to provide services for compensation is prohibited except as outlined in Board of Regents Policy. Compliance with these procedures will protect employees when questions arise and protect the University from criticism by auditors and other reviewing officials. The Office of Student Financial Services or a designated Banking Institution is responsible for receiving all University monies after completion of paperwork for reviewing and forwarding on to the University's Bank. Gift receipts will be sent directly to the Treasurer's Office.

All employees have an obligation to report any suspected theft, fraud, embezzlement, or any other irregularity causing a loss of cash. Employees who are aware of criminal activity and fail to report such may be subject to disciplinary action. Employees are required to cooperate with any police or audit investigation, and they may be requested, to keep their knowledge of the investigation confidential.

**PART II: PROCESSING CASH RECEIPTS AND REVENUE CLASSIFICATION**

**Definition of cash**

In accordance with MAPP 5.01.01, the term cash includes all forms of payment that may be received, excluding internal documents such as Service Center Requests and Expenditure Reallocations or Corrections, but including currency (U.S. and foreign), checks, traveler checks, money orders, credit card and debit card charges, and wire transfers. In short, anything that may be presented to a bank for payment. While some forms of cash, such as currency, are obviously more sensitive to improper handling, it is important to keep in mind that the policy does not make a distinction between the various forms of payment when specifying the requirements for its processing.

### **Authority to receive payments**

MAPP 5.01.01 states that cash is not to be accepted or issued by any university employee for any purpose unless that employee has been authorized by the College/Division Administrator for the purpose specified. All employees authorized to handle cash must be certified annually by taking the mandatory online training for Cash Handling. In addition, employees handling cash should undergo a criminal history background check, prior to assuming the responsibility.

Each Department designates a staff person, who is under the supervision of the Department Manager, to receive the cash; however does not have the responsibility for preparing the cash for deposit.

### **Receipt of Cash**

A pre-numbered receipt or the use of an alternate receipt process is required each time cash is received. The use of receipts is a critical element of internal control, as well as the resolution of any differences or problems that may arise at a later time with the payer. Any alternate receipt method must be approved by Operational Support or UHS Treasurer's office.

All checks or other negotiable currency must be restrictively endorsed immediately upon receipt by the department as follows:

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Money Orders and Foreign drafts, which are those items drawn against foreign banks and requiring presentation to that bank for payment must be processed on a separate Journal Entry Form. These items can be identified by the lack of transit coding at the bottom of the check.

### **Timely processing of deposits**

If the total is greater than \$100, then the deposit must be made within one working day. Although not recommended, a department can take up to five days to make a deposit if the total cash received is less than \$100. Deposits held in departmental areas must be kept under lock and key. Departments should not hold checks because the proper cost center cannot be identified or has not yet been created, nor should the department deposit the receipt to one departmental cost center for later transfer to the correct cost center. There are University of Houston System and University of Houston clearing cost centers to be used in these cases. Contact the UH System Treasurer's office for assistance in the use of a clearing cost center is required.

### **Transmittal of deposits**

Deposits shall be made using authorized bank bags obtained from Student Financial Services. Departments need to make arrangements with the University of Houston Police Department (UHPD) to transmit funds to Student Financial Services or a designated Banking Institution.

Gift transmittals are to be hand delivered to the Treasurer's office.

**UH MAIL IS NOT TO BE USED FOR ANY CASH TRANSMITTAL**

## **PART III: PREPARING CASH AND CHECK DEPOSITS**

### Supplies Needed:

1. Deposit Slips – Deposit Slips can be ordered by sending a memo to Treasury at mail code 2009 with the following information:
  - a. Number of deposit slips per order (100 per book, minimum order 200)
  - b. How your department name should appear (attach current deposit ticket if available).
  - c. PS Cost Center to be charged.
  - d. Your name and telephone number.
2. Money Transmittal Form and Tamper Resistant Bags are available from Student Financial Services (SFS). Contact Student Financial Services and provide a PS Journal Entry for purchase.

### Steps for Preparing Cash Deposit:

Count cash and reconcile to cash receipts.

Complete a PS On- Line Journal.

Prepare original Deposit Slip.

Make copies of backup documentation to be submitted with Deposit Slip. Examples of backup documentation:

- Copy of receipt document

### Assembling Deposit

Items placed in the tamper-proof bag are:

Place cash in the designated section of bag.

Original Deposit Slip

Scan and upload Backup Documentation as attachment to PS Journal.

One (1) copy of deposit slip on letter-sized paper (either taped or copied).

### Journal Approval

Submit Journal, along with scanned backup documentation, into workflow for approval using the following path: Department-SFS-General Accounting.

### Deposit Delivery

- Complete a Money Transmittal Form.
- Contact UHPD or UH Security and request pickup and delivery of Deposit to Student Financial Services window at Welcome Center or designated Banking Institution. Contact UHPD via web-request page at <http://uh.edu/police/transfers.html>.
- UHPD will sign Money Transmittal Form and return the top copy to retain for records.

### Reconciliation

Cash Journals will be reconciled against entries into PeopleSoft cost centers during the monthly reconciliation process.

### Steps for Preparing Check Direct Deposit:

1. Determine how many batches of checks you need to deposit. A batch of checks is the checks that go with one deposit ticket or one deposit ID if you are making a physical deposit.
2. Calculate the total of the checks to be deposited.
3. Review the checks to be sure that they can be scanned.
4. Log in to CashPro Online
5. In CashPro Online, navigate to the Remote Deposit Screen (Receipts > Remote Deposit) and select “Create

New Deposit’.

6. IN the Remote Deposit screen, select  
Account Group – your area (only Account Groups in your area will be shown)  
Account Number – for your deposit ticket  
Deposit Type = Simple  
Clearing Channel = Image
7. Enter the number of items to be deposited (total number of checks) plus one for the deposit ticket. (Example: If there are 10 checks, enter 11.) This is not required by the bank, but is required by UH.
8. Enter the total deposit amount for this Account Number.  
You must enter decimals or the system will create them out of your last two digits.
9. Place your checks in the Scanner entry tray with the front of the checks facing out. The maximum number of items to place in the tray is 499. However, Treasury recommends doing smaller batches of checks in case there is a problem with scanning one of the checks. Also, it is suggested to do a separate scan for short checks and long checks.
10. Slide the checks up to the line mark in the scanner.  
Do not push or insert items past the line.
11. Click “Start Capture” on the CashPro screen and items will begin to scan.  
Remote deposit will capture each item and populate a count and an amount, which is the total number of checks scanned and the total dollar amount of checks scanned. This will show in the Deposit Item List screen. The scanner will print on the back of each check. These checks do not need to be stamped “For Deposit Only” or otherwise endorsed, since the scanner endorses the check.
12. If the deposit does not balance, you will need to look through the images on the screen.  
If the image was not scanned properly by the scanner, a yellow triangle with an exclamation point in the middle will appear on the check, or a red triangle will appear on the check.  
Click on that particular check, and the program will ask you to key in the amount of the check and the routing number. Once this is complete, you should see a green deposit light on the CashPro screen.
13. Once the deposit is transmitted and balanced, the Complete button will turn green on the CashPro screen.  
Click “Complete”.  
Then click “OK” to transmit the deposit.
14. In CashPro, go to the Remote Deposit Reports tab.  
Request Report “Deposit Detail By Account Report.”  
Enter the date range, account group and select “Create Report”.  
Note: The default for Images is “No Images,” which means that copies of the scanned checks will NOT be printed. This is recommended, since copies of checks should NOT be submitted with the journal entry.
15. Retain the “Deposit Detail By Account Report” as support for the journal entry. This report is your deposit ticket for remote deposits.  
Do not include the copies of check images with your deposit journal.
16. Prepare your cash/check deposit using standard deposit procedures for checks and cash to be presented for deposit.  
Record each remote deposit transaction on a separate GL Journal Line.  
It is fine to include these with other cash, check, or credit card deposits. However, the Journal Path will depend on whether or not there is a physical deposit.  
Deposit to Account 10510, Fund BANK  
Do not combine with other cash, check, ACH, or credit card BANK lines. Separate bank lines for other sections of the deposit are okay.  
BANK Journal Line Description will read RCD, XXXX (last four digits of the Bank Account Number (from

your Deposit Detail by Account Report), the MM.DD.YYYY (the month, day, and year of the processing), and your department ID.

Line amount must equal total amount in Deposit Detail by Account Report from Bank of America.

Journal Support

Attach the Deposit Detail By Account Report from Bank of America as support for the journal.

All other journal requirements apply.

17. Checks must be retained, in a secure location (same as cash) for 14 business days.  
After 14 business days checks must be shredded. Shredding must be done in a cross-cut shredder.
18. If Remote Deposit items are returned by the bank, notification will be sent to the Cashier's Office and funds will be withdrawn from the bank automatically.
19. If you notice that you selected the incorrect deposit account for your deposit via CashPro, please email Bank Reconciliations to notify them of the account you selected AND the account you intended to select.

#### **PART IV: CREDIT CARD PROCEDURES**

All departments that do not have a credit card machine will process a journal (online), including a signature of the person responsible for the credit card verifying that this charge is correct, which will be sent to the Treasury Department in order for the transaction to be processed. The Treasury Department will run the credit card numbers through their machine and complete the process of charging the credit card used. General Accounting will verify that the charge has been processed and complete the transaction by processing the journal.

#### **PART V: GIFT TRANSMITTAL FORMS**

- Endowed gift (check, cash, negotiable stocks or bonds) received by a department should be forwarded to the Treasurer's Office with a Gift Transmittal Form (GTF) and documentation within one working day of receipt. The GTF must include a certifying signature which indicates the approval of the funds deposit into a cost center that has been established with any applicable funding source restrictions.
- Non-endowed gift should be sent to Donor/Alumni Records with GTF and documentation within one working day of receipt. The GTF must include a certifying signature which indicates the approval of the funds deposit into a cost center that has been established with any applicable funding source restrictions.
- 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

Obtain GTF form on at following website: <http://www.uh.edu/finance/pages/forms.htm>.

#### **PART VI: CASH HANDLING TIPS**

- Cash Received Totaling \$100.00 or more needs to be deposited within one (1) working day
- Cash Received Totaling less than \$100.00 needs to be deposited within five (5) working days
- Authorize a single person to handle cash at any one time
- Keep cash in a secure area (safe, lock box, locked desk drawer, etc.)

- Use PS “Speed Type”
- Ensure each journal has its own back-up
- Attach a deposit slip for each BANK line
- Attach back-up with amounts supporting each line of the journal
- Don’t attach two journals to a single deposit slip
- Don’t attach small pieces of paper – use letter size
- Don’t attach unnecessary documents to journal

**ACADEMIC AFFAIRS  
POLICIES AND PROCEDURES FOR  
PETTY CASH/CHANGE FUND**

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<b>PURPOSE</b>	Procedures for the handling of petty cash are designed to provide accountability for monies received in accordance with accepted standards of internal controls.
<b>REFERENCES</b>	MAPP 05.01.01, SAM 03.A.07
<b>PROCEDURES</b>	PART I: GENERAL STATEMENT PART II: POLICY PROVISIONS PART III: CUSTODIAN RESPONSIBILITIES

**PART I: GENERAL STATEMENT**

Procedures for the handling petty cash are designed to provide accountability for monies received in accordance with accepted standards of internal controls. All employees of Academic Affairs are responsible for complying with the policies and procedures described below. Failure to adhere to these policies and procedures may result in disciplinary and/or legal action being taken against the employee. The charging of fees or agreements to provide services for compensation must undergo an approval process in which the governing body (i.e. Board of Regents) grants such authority. Compliance with these procedures will protect employees when questions arise and protect the University from criticism by auditors and other reviewing officials.

All employees have an obligation to report any suspected theft, fraud, embezzlement, or any other irregularity causing a loss of cash. Employees who are aware of criminal activity and fail to report such may be subject to disciplinary action. Employees are required to cooperate with any police or audit investigation and they may be requested to keep their knowledge of the investigation confidential.

**PART II: POLICY PROVISIONS**

Departmental petty cash funds will be authorized only in extraordinary cases where need and accountability can be demonstrated. All departmental cash funds require the approval of the division business administrator and the Treasurer.

An individual will be assigned the responsibility of the petty cash fund. The Petty Cash Custodian will complete an “Acknowledgment of Receipt of Funds & Policies and Procedures Related Thereto” Exhibit A - SAM 03.A.07 and a copy will be retained by the department.

Cash handlers and fund custodians are certified annually by completing the required online training.

Petty cash and change fund custodians are also required to complete and submit an Acknowledgement of Receipt of Funds and/or Cash Policies and Procedures Certification [http://www.uh.edu/finance/Doc\\_Ref/MAPP%20050101%20-%20Addendum%20A.doc](http://www.uh.edu/finance/Doc_Ref/MAPP%20050101%20-%20Addendum%20A.doc) to the Treasurer’s Office on an annual basis.

The petty cash fund will be established for a designated amount from which payments and/or reimbursements for small dollar expenses may be made.

The maximum amount of petty cash to be expended, reimbursed, and/or advanced per transaction is \$100.00. Reimbursements greater than \$100.00 will be processed through Accounts Payable.

A properly completed "Voucher Request Form for Disbursement of Petty Cash" Exhibit B – SAM 03.A.07 and acceptable documentation is required for cash reimbursement.

The reimbursement request must be supported by proper receipts. The following types of receipts are acceptable:

- a. Original, numbered receipts with the company name and address imprinted on the receipt, which includes an itemized listing or description of items purchased.  
Copies of receipts mentioned above are acceptable but must be certified by the department head as a valid receipt, which has not been previously reimbursed.
- b. Numbered or non-numbered receipts that do not have a company's or individual's name imprinted on the receipt, providing the name and address of individual or company is included by person seeking reimbursement.
- c. COD charge lists are acceptable only if they are marked paid and signed by the individual delivering the items, or stamped paid with a company stamp and signed by the individual delivering the items.
- d. Register tape from cash registers that have the company's name and date of purchase at the top of the tape, and all items are circled and described by individual seeking reimbursement.
- e. Price tags taken from various items which contain a computerized or other type numbering system, and name of company is supplied.
- f. Hand written paper receipts which contain a full name, address and telephone number of person from whom purchased, and is signed by this person (provided they are verified by the department head, and a full description is made as to why no other type of receipt mentioned above can be obtained).

Petty cash funds will be replenished by the custodian on or before the last day of each month and must be replenished on or before the last day of the fiscal year.

Requests for replenishment of petty cash funds will be made on a voucher by the fund custodian and submitted to Accounts Payable. This request will be accompanied by the receipts received during the accounting period. A check will be issued to the custodian of the fund.

### **PART III: CUSTODIAN RESPONSIBILITIES**

1. Safe and secure storage.
2. Petty cash fund will be kept separate from all other funds.
3. Ensure that each transaction is for the established purpose.
4. Provide proper documentation to support the expenditure.
5. Balance the fund each time a disbursement is made or a minimum of once a month.
6. Report non-balance of the fund to the chief financial officer or designee in a timely manner.
7. Report theft from the fund to the Chief Financial Officer and UHPD.