

# CASH HANDLING PROCEDURES OPERATIONAL SUMMARY

## OFF CAMPUS LOCATION - SUGAR LAND

UH Sugar Land follows the MAPP policy for cash handling. The location reports to Academic Affairs and follow the *Departmental Cash Handling Guidelines* document found in the Administration and Finance Survival Guide.

In the event, the University of Houston Sugar Land has a cash deposit, the UHSL Business Office will take the cash to the closest Bank of America location for deposit. A PeopleSoft (PS) journal is prepared within one business day after the deposit is made per section 5 of this document "*Preparing the PS Journal*". The bank's deposit receipt and/or the CashPro report is uploaded into PeopleSoft as backup documentation.

For the Deposit of checks, UH Sugar Land used the Bank of America Remote Check Deposit (RCD) system and software. The system includes a check scanner and Bank of America CashPro online software.

UH Sugar Land Cash Handling Procedure:

1. Safeguarding Cash- A designated area within the department should be maintained for the safekeeping of cash and cash receipts, such as a safe or a locked file cabinet.
2. Receiving cash-
  - a. The person receiving the cash cannot be the same person who has the responsibility for the monthly reconciliation process.
  - b. When using the Remote Check Deposit system, there is no need to stamp the backs of checks. The RCD scanner prints the information on the backs of the check automatically.
3. Cash Receipts- A pre-numbered or controlled cash receipt will be issued for each cash transaction.

For Sugar Land cash deposit:

Count cash and reconcile to cash receipts.

Cash Receipts- A pre-numbered or controlled cash receipt will be issued for each cash transaction.

Prepare a Deposit slip for the cash.

Deposit bags will contain cash and a single deposit slip per bag.

Prepare a Deposit Summary form for the cash and a separate Deposit Summary form for checks in the event you have both cash and checks to deposit.

Prepare a separate GJ journal for a cash deposit.

Place cash in a tamper-proof bag along with the original deposit slip.

Deliver the bag to the university's designated bank by an individual who has completed cash handling training.

Scan one original sized copy of the deposit slip and bank receipt and email them to the Treasury office, notifying them that a deposit has been made.

## Sugar Land Remote Check Deposit (RCD)

No need for a deposit slip or to stamp the backs of the checks.

Prepare a Deposit Summary form for all checks, to be uploaded with the Journal.

Prepare an Access Receipt for the checks to be uploaded with the Journal.

Log into CashPro Online and process the checks.

Print 2 copies of the remote deposit report (s). Attach checks to one copy of the report and file in the locked cabinet for 14 days. After 14 days, shred the check with a cross-cut shredder.

The second copy of the deposit report will be uploaded with the GL journal. Note: white out all routing and account numbers belonging to the checks being deposited. White out all but the last 4 digits of all UH account numbers on the reports before they are uploaded.

4. Preparing the PS Journal-
  - a. Complete an online PS Journal within 1 business day of deposit.
  - b. To PS Journal, upload scanned copies of the bank deposit receipt (Cinco Ranch), the deposit slip and backup documentation.
  - c. Submit Journal through workflow in PS-Finance for approval by persons designated with certifying signature authority.
5. Timeliness of Deposits- All deposits equal to \$100 or more will be deposited within one working day after receipt. Any cash received totaling less than \$100 must be remitted within five working days of receipt.

On occasion, UH Sugar Land will receive donation checks from community members, companies and organizations to use for scholarships or facility related services. The following procedure is used in this case:

### Development/Foundation Gift Check Processing Procedure

- a. A donor check is received by the Teaching Center's administrative staff.
- b. The donor check is logged into the check receipt binder and locked in the safe in the Business Office.
- c. A Teaching Center administrative staff member completes the Gift Transmittal form (GTF) and contacts the UH Donor and Alumni records office at (713-743-8852) to notify that office

of a gift check arrival (donor name and amount). The administrative staff member scans GTF to the Donor and Alumni records office.

- d. The Business Office deposits the check into UH's Bank of America account (via Bank of America Remote Check Deposit system) according to the UH Off Campus Policies and Procedures.
- e. After the check is deposited, the Business Office e-mails a copy of the Remote check Deposit report to the UH Donor and Alumni records office, notifying them of the deposit.
- f. The Business Office prepares the deposit Journal and submits it into workflow per usual policy and procedures.

UH Sugar Land Employees with Cash Handling authority:

Gail Turner

Mary Gonzales

Linda Lee

Cheryl Underwood

Amelia Winter

Chavon Volcy

**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.**

## **Appendix A**

Coca Cola and Compass Group (Canteen) vending refunds funds:

We are given a small change fund (less than \$10.00) given to us by Coca Cola and Canteen Vending Company. Due to the distance between Main Campus and Sugar Land this service is provided for convenience. These funds are used to reimburse Students, Faculty and Staff member who have lost money in the vending machines. Individual that lose money in the vending machines must go to the Campus Support office, fill out a refund slip to receive a refund. Those slips are given to the vending company representatives, at which time the vending representatives gives the CSS staff the same amount to keep on hand for the next refund.