

CASH HANDLING AND DEPOSIT PROCEDURES

ALL PERSONS ACCEPTING CASH (CURRENCY, MONEY ORDERS, CHECKS AND CREDIT/DEBIT CARDS MUST BE AUTHORIZED. ALL AUTHORIZED CASH HANDLERS ARE REQUIRED TO COMPLETE ONLINE TRAINING ANNUALLY.

DEPOSIT TIMELINESS:

1. Credit cards receipts must be accumulated and posted **daily** via journal entry.
2. Cash and/or checks totaling \$100.00 or more must deposited via journal entry within **one** working day of receipt.
3. Cash and/or checks less than \$100.00, can be held until you collect \$100.00 but cannot be held longer than **five** working days.

CREDIT CARD TRANSACTIONS:

1. We have two POS (Point of Service) locations.
 - a. Facilities Service Center (FSC) is responsible for payments associated with FM work orders (ex. Keys and events).
 - b. Software Services Center (SSC) is responsible for the sale of software to faculty and staff.
2. Authorized staff will charge the customer's credit card and accumulate all receipts for the day.
 - a. FSC staff will write the associated work order number on the receipt and will mark the work order as PAID in FAMIS.
3. At the end of each working day, a batch total must be run and verified against the day's accumulated receipts.
 - a. Credit card machines should be secured when not in use.
4. Prepare journal entry to deposit the day's transactions.
 - a. FSC staff will email invteam@central.uh.edu a copy of the batch total and all individual receipts. (FSC staff should ensure all security sensitive information is concealed before emailing)
 - b. SSC authorized staff will prepare journal entry with a copy of 1074 report and the batch total along with all the individual receipts and submit for review through PeopleSoft workflow. (SSC staff should ensure all security sensitive information is concealed before uploading into PeopleSoft.)
 - c. Business Services staff should save FSC batch totals and individual receipts in: [I:\Cash Deposits\Credit Card Payments](#) by batch number and date.
 - d. List of common transactions and the cost center they should be deposited in:
 - i. KEYS – 00730 2060 H0185 F1102 NA (17959), account 50053
 - ii. EVENTS/MOVES – 00730 2060 H0187 F0043 NA (53518), account 50053
 - iii. SOFTWARE – 00730 2060 H0201 F1094 NA (17956), account 50053

CASH AND CHECKS

1. Only authorized personnel will handle cash or checks received directly from the customer or received through the mail.
 - a. Cash or checks received in person, the customer should be given a pre-printed numbered receipt for the transactions which references the work order number or invoice number.
 - b. All checks received should be immediately endorsed "For Deposit Only"
 - c. All cash and checks should be safeguarded in a locked safe or drawer until deposit.
 - d. FSC staff will mark the work order as PAID in FAMIS.
 - e. Cash and checks not received by the Business Office should be turned into the Business Office in the appropriate timeframe (noted at the beginning under DEPOSIT TIMELINESS).
2. Checks and cash should be logged into the check logs:
 - a. Plant Operations - <I:\Cindy\FY 15\Plant Ops\AR Aging Report>
 - b. University Information Technology - <I:\Cindy\FY 15\AR Aging Report>
3. Prepare journal entry to deposit all cash and checks. Below is the list of common transactions and the cost center they should be deposited into:
 - a. KEYS – 00730 2060 H0185 F1102 NA (17959), account 50053
 - b. EVENTS/MOVES – 00730 2060 H187 F0043 NA (53518), account 50053
 - c. UTILITIES – 00730 2064 H0456 G0467 NA (37940), accounts
 - i. ELECTRICITY – ACCOUNT 52601
 - ii. WATER – ACCOUNT 52603
 - iii. WASTE WATER – ACCOUNT 52604
 - d. TELEPHONE SERVICES – 00730 2060 H0201 F1096 NA (40672), account 12100

OVERAGES AND SHORTAGES

1. Overages and shortages of less than \$20 on cash receipts are recorded to the departmental cost center on a journal entry using account 50015.
2. The fund or cash handling custodian must maintain a log of all overages/shortages, including the date and amount.
 - a. Addendum D – Overage/Shortage Report Form - <http://www.uh.edu/finance/pages/References.htm>
3. Individual overages/shortages of \$20 or more, or the annual cumulative overages/shortages of \$40 or more, must be immediately reported to:
 - a. General Accounting
 - b. Treasurer's Office
4. Departments with large cash handling operations may be permitted larger overages/shortages allowance with permission from the Treasurer.