

**UNIVERSITY OF HOUSTON**  
**INTERCOLLEGIATE ATHLETICS**

Policy & Procedure No: 410.00

Date Issued: 10/11/97

Subject: Receipt, Custody and Deposit of University Funds

Updated: 08/013/2015

**I. GENERAL STATEMENT**

Procedures for the handling of cash receipts are designed to provide accountability for monies received in accordance University of Houston Manual of Policy and Procedures (MAPP) 5.01.01 and 5.01.02 and with University of Houston System Administrative Policy (SAM) 03.F.04, 03.F.01, 03.A.07. All employees of the Athletic Department are responsible for complying with the policies and procedures described below. Failure to adhere to these policies and procedures may result in disciplinary action being taken against the employee. NOTE: "Cash Receipts" include currency, checks and credit card payments. 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 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 forwarded to the Manager, Donor & Alumni Record.

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 it 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

**II. Processing Cash Receipts and Revenue Classifications**

Primary purpose is to review the classification of revenue and other cash receipts, and to provide an understanding of cash handling and deposit document preparation, approval, and processing.

**1. Definition of Cash**

For the purposes of this document: U. S. currency (dollars and coins); personal, business, bank, and cashier's checks; money orders; travelers' checks; credit card and debit card charges; wire transfers.

**2. Cash Handling Areas and Acceptable form of cash to receive**

- A. Athletic Business Office - Cash and checks,
- B. Development - Cash, checks, credit and debit card transactions

**UNIVERSITY OF HOUSTON**  
**INTERCOLLEGIATE ATHLETICS**

Policy & Procedure No: 410.00

Date Issued: 10/11/97

Subject: Receipt, Custody and Deposit of University Funds

Updated: 08/013/2015

Departments / Sports planning events to accept cash other than areas above must immediately contact the Athletic Business office to ensure that Cash Handling Polices/Procedures will be followed and individuals have been approved to handle cash.

3. Authorize Cash Handlers

Before any employee is permitted to handle cash, checks, money orders, or credit card payments they must be authorized to do so by completing the required online training and/or using Addendum A of the UH MAPP 5.01.01. Full and part time employees, including student workers, can be cash handlers. Employees in Athletics are required to take the following online classes yearly and part time/student workers that directly deal with cash: Cash Security Procedures, Cash Deposit and Security Procedures, Petty Cash and Change Fund, Credit Card Accounting, Credit Card Processing, Credit Card Data Security depending on their specific job duties.

4. Security of Cash

All of the cash handling areas have individual safes in their office and cash must be physically safeguarded until transferred to the cashier's office. The combination to the safes is only given to the employees that job duties require it and there is only limited access. Safes remain locked at all times except when an authorized employee is using it. The Department Heads will keep a list of everyone in their department that has the safe combination and a record will be sent to the Athletic Business Office. Whenever there is a change in employment due to termination or job duties, the cash handling areas are required to have the combination changed within 5 working days and a record is sent to the Athletic Business Office.

Any department that may have received cash on a one time basis should keep the cash in a secured area, locked drawer, locked file cabinet or similar device until deposited.

5. Cash Handling Custodian for Change Funds

At this time, there are no change funds in Athletics. Cash Handling procedures will be revised if a need arises in the future.

6. Receipt of Checks

**UNIVERSITY OF HOUSTON**  
**INTERCOLLEGIATE ATHLETICS**

Policy & Procedure No: 410.00	Date Issued: 10/11/97
Subject: Receipt, Custody and Deposit of University Funds	Updated: 08/013/2015

Checks must be made out to the University of Houston and immediately restrictively endorsed “ For DEPOSIT ONLY ” and cost center information for deposit.

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).

8. Timeliness of Deposits

Credit card receipts must be accumulated and posted daily via journal entry.  
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. Amounts less than \$100 may be held no longer than five working days prior to deposit.

9. Receipt of Cash

All of the major cash handling areas acceptance of cash will be outlined below.  
If any area other than the major cash handling areas receives cash, the cash must be immediately brought to the Athletic Business Office.

**UNIVERSITY OF HOUSTON**  
**INTERCOLLEGIATE ATHLETICS**

Policy & Procedure No: 410.00

Date Issued: 10/11/97

Subject: Receipt, Custody and Deposit of University Funds

Updated: 08/013/2015

**GUIDELINES FOR RECEIVING MONEY IN THE ATHLETIC BUSINESS OFFICE**

1. The Athletics Business Office is responsible for depositing any miscellaneous cash/checks such as reimbursements, payments from NCAA, game guarantees, advances, license/royalty check, parking, concessions etc.
2. The Athletic Business Office is only authorized to accept cash and checks.
3. The individual turning the money into the Athletic Business Office will fill out the Athletic Deposit Form and also attach any additional documentation to the deposit form that verifies where the funds should be deposited, contracts, reports, etc.
4. Checks must be made out to the University of Houston and the checks are immediately endorsed with UH ink stamp and the cost. Also the cost center information of where the check will be posted should also be written on the back of the check.
5. A prenumbered receipt is immediately given to the individual turning in the funds. The receipt books consist of 3 part receipts, One receipt remains in the Receipt Book, one receipt is given to the dept and once receipt is attached to the journal when a deposit is done. The receipt shows the amount, date, what the funds are for and who turned in the deposit. Cash money/checks will be counted in front of the individual turning in the deposit at all times, no exceptions.
6. Preparation For Deposit

Deposits are received by an authorized Full-Time Business Office Employee and the Assistant Business Manager prepares the deposit journal. The deposit is verified by a separate Asst. Business Manager and the final verification by the Associate Athletic Director of Business and Finance.

The deposit journal is prepared according to MAPP Policy 5.01.01  
The deposit journal remains in safe until picked up by Police Dept.

7. The Athletic Business Office shall be responsible for monthly reconciliation of PeopleSoft Cost Centers to departmental General Cash Receipts for all Athletic departments.

**UNIVERSITY OF HOUSTON**  
**INTERCOLLEGIATE ATHLETICS**

Policy & Procedure No: 410.00

Date Issued: 10/11/97

Subject: Receipt, Custody and Deposit of University Funds

Updated: 08/013/2015

**PROCEDURES FOR REVENUE FROM TICKET SALES**

1. Cash and checks are collected by the Athletic Ticket Office as a result of ticket renewals, walk-up sales, and game day sales. Renewals can be received through the mail at our main ticket office, walk-up sales occur at the main ticket office, and game day sales occur at our various athletic venues.
2. When selling tickets at either the main ticket office or at game day locations, our staff is always located in a room with a locked door to secure the staff and cash.
3. The Ticket Office opens the mail and prepares a deposit each day after recording the ticket sale in TicketMaster. Sales from walk-up customers are also recorded in TicketMaster in separate batches. Cash and checks are stored in the Ticket Office vault until they are picked up by armored car. The Ticket Office emails the deposit information to the Business Office who creates and approves the deposit after reconciling the batches. The Business Office ensures that the deposit prepared by the Ticket Office reconciles to TicketMaster reports.
4. For game day events, security officers escort the Ticket Office staff from the selling site back to the Ticket Office to ensure safety. The funds are then put into the vault and deposited using the process noted above.

**DEVELOPMENT OFFICE PROCEDURES**

1. The Development Office receives revenue for gifts and related development projects. The Business Office works in conjunction with the Development Office to create an electronic file share which is transferred to DAR on a regular basis by the Business Office.
2. All gifts are documented and processed through the Paciolan Fund donor database software.
3. Checks made must be made out to the University of Houston and endorsed immediately.

**UNIVERSITY OF HOUSTON**  
**INTERCOLLEGIATE ATHLETICS**

Policy & Procedure No: 410.00

Date Issued: 10/11/97

Subject: Receipt, Custody and Deposit of University Funds

Updated: 08/013/2015

4. At the beginning of each day, the Business Office creates a new Paciolan batch for all gifts received that business day.
5. At the end of the business day, a batch report will be run for all gifts received during the day. The development officer will bring the cash/checks from the current day's gifts to the Business Office. The Business Office will verify the batch report with the development office and processes the gifts in Paciolan. After verification, the reports and cash/checks will be stored in the Business Office vault.
6. The next business day, the batch reports and money will be removed from the vault and the Business Office creates a People Soft deposit journal will be started according to University Cash Handling policy. The journal is submitted into workflow.