

**UNIVERSITY OF HOUSTON
UNIVERSITY MARKETING, COMMUNICATION AND MEDIA RELATIONS
CASH HANDLING PROCEDURES
FY2018**

PURPOSE AND OVERVIEW

Procedures for handling cash receipts are designed to provide accountability for monies received in accordance with accepted standards of internal controls. The Division of University Marketing, Communication and Media Relations cash handling procedures are in accordance with policies and procedures defined in University of Houston MAPP 05.01.01 and University of Houston System Administrative Memoranda 03.F.04. All University employees have a fiduciary responsibility to the University to handle cash properly.

This document establishes policies and procedures for handling all cash activities in the University Marketing, Communication and Media Relations (UMCMR) division. All UMCMR units are "incidental cash handling" departments. The volume of cash handling (vendor refunds and employee reimbursements) is very low and infrequent.

Procedures for units within the UMCMR division are applicable to the following.

- VC/VP, University Marketing, Communication and Media Relations
- Media Relations/Social Media
- University Communication
- University Marketing
- Creative Services
- Web Communications

DEFINITION OF CASH

In accordance with the above referenced MAPP and SAM policies, and for the purpose of this document, Cash is U. S. currency; personal, business, bank, cashier's and travelers' checks; or foreign drafts (but not foreign currency).

POLICY STATEMENT

Employees authorized to handle cash in the UMCMR division are in designated security sensitive positions, undergo a criminal history investigation, and are certified annually by completing online Cash Handling training. The UH Cash Handling course can be found at the following website, <http://www.uh.edu/adminservices/training/financeonline.htm>.

UMCMR employees handling cash are responsible for complying with the following policies and procedures. Failure to adhere to these policies and procedures may result in disciplinary action being taken against the employee. All employees have an obligation to report any suspected theft, fraud, embezzlement, or any other irregularity causing a loss of cash in accordance with SAM 01.C.04, Reporting/Investigating Fraudulent Acts. Employees are required to cooperate with any police or audit investigation, and they may be requested to keep their knowledge of the investigation confidential.

NON-REMOTE PROCEDURES

Check/Cash Receipts

1. Checks/cash received are deposited in accordance with the University's established cash handling policy and procedures by authorized cash handling personnel.
2. Checks are endorsed/stamped or written "For Deposit Only" / University of Houston immediately upon receipt and appropriate cost center is entered on back of check.

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Check/Cash Receipts *continued*

3. Check advices and supporting documentation are date/time stamped and removed from checks.
4. Checks are recorded in check-log (date received, check number, check amount, payer name, description, action taken with signature/initial of person making entry.
5. PeopleSoft (PS) deposit journal is completed and submitted with supporting documentation through workflow Path 2 for Department, Student Financial Services (SFS), and General Accounting for review and approval.

Deposits

1. Every attempt is made to deposit checks/cash the day they are received.
2. All cash received totaling \$100 or more must be deposited with SFS within one (1) business day.
3. Amounts received totaling less than \$100 must be deposited with SFS within five (5) working days of receipt. Cash received too late for same day processing is properly secured in a locked drawer in the department.
4. Original deposit slip must list cash total, coin total and individual checks.
5. Deposit slip, cash, coins (rolled if quantity allows), and checks are placed in authorized tamper resistant bank bags ordered from the Bursar's Office and filled out with deposit/transfer information.
6. Cash Deposit Summary Form is completed and attached with supporting documentation and PS deposit journal (approved by the Department approver) to the bag for verification/certification.
7. Cash deposits must be prepared and reconciled by two authorized employees – the initiator prepares the deposit and other (DBA) verifies the deposit. Both employees must independently count the funds before they are sealed into the deposit bag, and sign the Cash Deposit Summary form.
8. Money Transmittal Form is completed and UH Department of Public Safety is contacted to transport deposits to Student Financial Services (SFS). UHPD signs money transmittal form and returns copy and deposit bag strip to initiator – copies are retained. Only one cash deposit can be listed per Money Transmittal Form.
9. Cash deposits/journals are reconciled monthly against PeopleSoft financial records.

The UCMCR Business Office is the primary contact and responsible for all cash receipt related inquiries.

8/7/2017