

**FY'15**

**UNIVERSITY OF HOUSTON - HONORS COLLEGE  
CASH HANDLING POLICY**

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**GENERAL**

The Honors College policy adheres to the University of Houston's MAPP 5.01.01 (Manual of Administrative Policies and Procedures) entitled "Cash Handling". In accordance with MAPP, the Honors College is an incidental cash-handling department and does not handle cash in the form of currency (dollars and cents). The Honors College does not have a petty cash fund or departmental change fund. The Honors College only accepts personal, business, cashier's checks, and money orders.

**COLLECTION PROCEDURE – IN PERSON**

Checks collected in person are to be handled as follows:

- 1.) Identification is required of the person writing the check. Acceptable identification is a driver's license, a valid governmental picture I.D., passport, or student ID.
- 2.) Please remind check writers to make all checks and money orders payable to the "University of Houston".
- 3.) Ensure that check writers sign their checks and money orders.
- 4.) Please check the Master Check List Issued by Student Financial Services to ensure that the individual's check can be accepted by the University.
- 5.) Once verified, checks are to be stamped immediately upon receipt on the back (upper portion) of the check with the Honors College 'For Deposit Only' stamp that is located in the Student Services Office (SSO).
- 6.) Once stamped, the employee collecting the check should issue a pre-numbered receipt to the payee and deposit the check into the locked check box.
- 7.) Once all receipts in a receipt book have been issued, the receipt book should be returned to the Financial Coordinator II to be kept on file for future reference and retrieval.

## **COLLECTION PROCEDURE – MAIL**

Checks received by mail should be logged into the check log, restrictively endorsed immediately upon receipt with the Honors College ‘for deposit only’ stamp, and placed in the locked check box for deposit. It is important for the individual processing checks by mail to note on the check log the purpose of the payment to help us to ensure that the check is deposited to the appropriate cost center.

## **PREPARATION OF JOURNAL VOUCHERS**

The Financial Coordinator II or designee completes deposit transactions in an effort to maintain a separation of duties from the employee(s) responsible for the reconciliation of the department’s cost centers. All journal vouchers must be approved by one of the department’s certifying signatories. The procedures outlined by the university are followed when making a deposit (i.e. escort of deposit by university police dept., etc.) The Financial Coordinator II or designee will check the locked check box on a daily basis in order to monitor cash receipts and to determine if a deposit is warranted. Any daily collections that total more than \$100 must be deposited within one business day of receipt. Daily collections that are less than \$100 may be held no longer than five business days. Journal Voucher entries are reconciled on a monthly basis to monthly reports generated by PeopleSoft to ensure that revenues are recorded according to its original intent.

## **PREPARATION OF GIFT TRANSMITTAL FORMS**

Gift transmittal forms (GTF’s) are used to accompany gifts received by the University and are processed through the Office of Donor and Alumni Records located in Room 272A, Energy Research Park (ERP) Building-1 within one business day of receipt. The donation should be taken to Peter Hyland first, if unavailable then to Brenda Ramirez. If either is unavailable, the donation should be placed in an envelope and marked gift and placed in the locked check box located in the Honors College Copy Storage Room. The Honors College Development Director or designee completes the GTF for the approval and certification by the Honors College Business Administrator, Dean, or Executive Associate Dean. Lastly, the designated gift processor should route the gift to the appropriate location for deposit (i.e. UH Office of Donor and Alumni Records Office, UH Foundation, or UH Treasurer’s Office as appropriate). The donor’s check or money order along with the GTF should be accompanied by the appropriate backup (copy of check and letter from donor). The standard procedures outlined by the university (i.e. escort of deposit by university police dept., etc.) should be followed when making a gift deposit to the Office of Donor and Alumni Records or Office of the Treasurer. Only gifts which are being applied to fund 6 endowment principal cost centers should be routed to the Office of the Treasurer (escort of deposit by university police dept). The Office of the Treasurer is located in the welcome center.