

## LAW CENTER CASH HANDLING POLICIES AND PROCEDURES

### Cash Deposit Reminders

- 1.) All checks and money orders should be made payable to the "University of Houston".
- 2.) Checks and money orders should be restrictively endorsed with a "For Deposit Only" stamp on the back along with the appropriate cost center immediately upon receipt.
- 3.) Checks and money orders received by mail should be logged into a check receipt log maintained by the department.
- 4.) Each time that payments are received in person, a pre-numbered receipt should be issued with a duplicate copy maintained by the department. All receipts will be stored under lock and key.
- 5.) Each day's receipts will be totaled on the log and reconciled with the actual funds on hand.
- 6.) All cash receipts must be physically safeguarded securely in a safe or locked cabinet or drawer until picked up by the University of Houston Police Department.
- 7.) All checks and money orders totaling \$100 or more should be transmitted, by hand, to Business Services for deposit within 24 hours of receipt.
- 8.) All checks and money orders of less than \$100 should be transmitted, by hand, to Business Services for deposit within five working days of receipt.
- 9.) All deposits will be prepared, delivered, and logged in to Business Services by 2:00 pm.

## Cash Deposit Procedures - Department

- 1.) Prepare a deposit slip (include all check numbers with amounts, bag number and journal number).

Make **3** copies of the deposit slip.

- a) One slip for the outside of the bag,
- b) One for Business Services,
- c) One for department files.

Original deposit slip should be placed in the deposit bag.

- 2.) Prepare a Cash Deposit Summary form ensuring that:
  - a.) Deposit count is accurate.
  - b.) Deposit amount matches the totals on the deposit slip, cash deposit summary form and journal.
  - c.) Cash Deposit Summary form has been signed on line 1 (1<sup>st</sup> Authorized Person).
- 3.) Enter Journal in PeopleSoft Finance:
  - a) Complete, budget check, and save the journal.
  - b) Enter last 8 digits of bag number in the reference field.
  - c) Print Journal Coversheet and secure supervisor's approval.
- 4.) The following items should be placed **inside** the bag: Checks and original deposit slip only.
- 5.) The following should be included **outside** the deposit bag: Journal Coversheet, Cash Deposit Summary Form, copies of checks, copy of deposit slips.
- 6.) A staff member authorized to handle cash should contact Alicia Tamez in Business Services for availability by phone or e-mail and deliver deposit bag and documentation to Business Services. E-mails can be directed to Alicia Tamez with a cc to Kim Vu and Jessica Claiborne.
- 7.) Log in deposit into the Business Services Deposit Log located in Room 5K, BLB.
- 8.) Business Services will e-mail confirmation of deposit to department with a link to the journal once final approved. The department cash handler is to reconcile/confirm the deposit to complete the cash handling verification process.
- 9.) Any irregularities in the above process should be reported to the Director of Business Operations or College Business Administrator.

## Cash Deposit Procedures – Business Services

- 1.) Verify and ensure that the cash count is accurate and ensure that the deposit amount matches what is on the journal and Cash Deposit Summary Form.
- 2.) Sign on line number 2 (2nd Authorized Person) of the Cash Deposit Summary Form.
- 3.) Verify contents, complete documentation for outside of deposit bag, seal deposit bag, and complete the money transmittal form.
- 4.) Submit journal into workflow and approve journal on appropriate path.
- 5.) Print out copy of journal with Department Approver's approval.
- 6.) Contact University Police and arrange for deposit to be picked up in Business Services via the following steps:
  - a) Go to the following link: <http://uh.edu/police/transfers.html>.
  - b) At the bottom of the page click on "Submit a Money Transfer Request".
  - c) A Windows Security / CougarNet log in box will appear.
  - d) Log in using your CougarNet ID and password.
  - e) The University of Houston Police Department Money Transfer Request form will appear once you have logged in.
  - f) Complete all the requested fields (Pickup Location, Contact Person, Phone Number, Destination, Transfer Amount, and Special Instructions (if applicable)).
  - g) Click submit (located towards the lower-right hand corner of the form) and your request has been submitted to the on-duty UHPD Telecommunications/Dispatch personnel to be entered into the system for pickup.
  - h) Your portion of the process is complete. If you submit requests regularly, UHPD suggests adding the link to your browser favorites, and configuring the site for automatic login.

UHPD Telecommunications/Dispatch personnel will then place your request on the Money Transfer request list in the order in which it was received. The UHPD Police Officer assigned to Money Transmittals will address the requests accordingly. Note: As was customary with the call-in procedures, please make your Money Transmittal request(s) when the transaction is ready to be picked up. All Money Transfer requests must be submitted by 2:30PM if same day service is needed. Requests received after 2:30PM will be picked up the next business day.

- 7.) E-mail confirmation of deposit final approval to department with link to journal.