

CASH HANDLING PROCEDURES

Payments must be made in cash or by check for the exact amount only. **Only law fines are paid at the Law Library.** Payments are not accepted for fines accrued from another UH library, including M.D. Anderson. Please verify the location of all fines before accepting any payment.

Collecting Fine Payments:

1. From Millennium Circulation, click on the **Circulation Desk** icon located at the top of the tools menu to the left of the screen.
2. Access the patron's record by scanning their barcode into the proper field.
3. Click on the **Fines** tab.
4. The total of all fines due is displayed on the **Fines** tab. Review the location of fines accrued to total only those fines for the Law Library. Click on the box to the left of the fine line to compute total law fines owed and to be paid. Your selections will be highlighted.
5. Advise patron of their amount owed and collect money.
6. Complete a triplicate receipt for the patron. List the following information on the receipt; Date, Patron Name, Total Amount Paid, Payment Type (cash or check), and your legibly printed name.
7. **Give the patron the top white copy, the yellow copy goes in envelope with fine money, and the pink copy remains in the receipt book.** The patron may leave after they have been given their receipt.
8. Return to the patron's record to clear the fine.
9. Click on the **Collect Money** tab. Verify that the **Amount to Collect** is correct and click on **OK**.
10. Click on **Print** to print receipt.
11. The printed receipt will be placed in an envelope with the yellow copy of the written receipt and the money paid.

Payment by Check: (checks payable to: University of Houston)

All payments made by check must first be cleared from the Master Check List located in the back of the fine log book. If the patron's name is found on the list, the patron cannot pay by check and must pay with cash. You must write the patron's student number, (found on the Cougar1 card) and driver's license on the face of the check.

Fine Log Book:

List all collected fines in the log book. Include:

1. Date
2. Patron name (last name, first name)
3. Payment amount written in correct column
4. Your legible full name (no initials)

Money Handling:

Place all of the following in an envelope to be given immediately to a supervisor for deposit: cash or check, yellow receipt from fine book, and computer-generated receipt. If there is no supervisor present, the sealed envelope should be deposited in the drop safe located at the Circulation desk.

Write on the outside of the envelope:

1. Date
2. Patron name (last name, first name)
3. Payment amount & type
4. Your legible full name (no initials)

Money Transfer to Administration

On a daily basis the amount of any cash and checks collected by the Circulation Department is counted by the Circulation Supervisor and recorded on a deposit record form. The deposit record form is signed by the Circulation Supervisor to verify the amount of cash/checks collected. The cash/checks and deposit record form are delivered to the Administration office.

Cash/checks and deposit record are received by the Admin Coordinator. Cash/checks are counted and verified a 2nd time. The deposit record is counter signed by the Admin Coordinator. A copy of the deposit record is given to the Circulation Supervisor. The original is kept in the Admin Office.

The money is locked a secure location until it can be prepared for deposit.

ADMINISTRATION DEPOSIT PROCEDURES – CASH/CHECK

Mandatory deposits are done every Tuesday and Thursday. This allows for more frequent deposits to be made and meets the requirements of University of Houston cash handling policy.

Prepare the following documents for **Cash/Check** Deposit:

- a. People Soft Journal (Follow Journal Entry Guide Lines)
- b. Deposit Bag
- c. Deposit Slip
- d. Money Transmittal Form

(Note: Deposits require two people – Custodian and Student Worker or Library Staff.)

Collect currency from safe if the total is over \$100.00 or more. It must be deposited within 24 hours. (See MAPP Policy 5.01.10)

1. Close and lock the office door.
2. Separate all cash according to denomination. Count each denomination separately and use the calculator to find the total amount.
3. If there are 50 bills of one denomination, those bills must be strapped with a currency bank strap showing the denomination value both numerically and written out with words. (Ex. 50 5s =\$250.00 **and** Fifty fives = Two hundred fifty dollars.) Rubber band any loose bills together.
4. Be sure to review receipts to verify the amount collected.
5. Completely fill out each deposit slip with the following information:
 - a. The date of the deposit.
 - b. The amount cash and coins.
 - c. List each check separately.
 - d. The total of amount of cash coins and checks at the bottom and side of the deposit slip.
 - e. The department number (H0100).
 - f. The PS Journal ID Number
 - g. The bag number.
6. Prepare a calculator tape to show each denomination of currency included in the deposit. Calculate the total twice on a single adding tape to confirm the total. Add the bills from smallest to largest. In other words, start adding with 1s, followed by 2s, then 5s, then, 10s, then 20s, and finally with any coins that might be in the deposit, starting with the largest denomination coin. Be sure to indicate the denomination to the left of each number recorded on the tape.

EXAMPLE:

1s	800.00+
2s	420.00+
5s	200.00+
10s	100.00+
20s	160.00+

NOTE: Preparing an adding tape helps to identify any discrepancy.

7. When the denominations have been identified on the adding tape, the Custodian and the Student Worker or Staff member date, identify, and sign the tape. Make a similar adding tape for the checks in the deposit, from highest to lowest check amount. Indicate on each tape which is cash and which are checks.
8. Be sure all checks are stamped on the back **FOR DEPOSIT ONLY**. The deposit only check stamp is kept in the safe in the Admin Office (Rm. 3). Make a copy of all checks received for backup documentation. Run a calculator tape for the checks and follow the above procedures for making adding machine tapes.

9. Fill out all information on the front of the bank bag. Place cash, checks, coins and the deposit slip in the pocket of the bank bag then remove the protective strip and close the bag. Remove the perforated strip at the top of the bag and fold it so that the bag number is on top. Staple the strip together and attach it to the office copy of the deposit record.
10. For all deposits other than Book Fine, Interlibrary Loan & Refund Check deposits, calculate the sales tax for the total sales, cash and checks combined. To calculate the sales tax, divide the total sales by 1.0825. The result is the amount of the tax. Subtract the result from the total sales. This gives you the credit amount, after taxes.
11. Complete the Cash Deposit Record (Spread Sheet).
12. Complete the Journal Entry in People Soft. Print the Journal.
13. Make sure that the deposit slips have the Department number (H0100), the deposit bag number (008000012) and the People Soft Journal number (0001234567).
14. Deposit documentation should be in this order
 - a. People Soft Journal
 - b. Calculator tapes for currency and checks as well as a photocopy of each.
 - c. Copies of any checks received and their accompanying sales invoices.
 - d. Copies of cash sale receipts.
 - e. The plastic strip from the top of the bank bag.
 - f. The white copy of the Money Transmittal Form, once the deposit has been collected.

Give all deposit documentation to the Business Administrator/Certifying signature for review. Once the Business Administrator/ Certifying signature has reviewed the deposit documents he/she approves the journal and sends it into workflow. Keep a complete copy of all deposit paper work for the office.

The Financial Services or Bursars Office requires the original deposits slip to be sealed in the bag with the money, and a copy of the Deposit Slip, a copy of the Journal Cover Sheet and a Money Transmittal form attached to the outside of the bag.

The Library keeps all the other documentation for the deposit.

NOTE: If the Law Library Administrator/Certifying signature is unavailable to approve the deposit, obtain workflow approval from the Law Center's Director of Business Operations, MyBao Nguyen or College Business Administrator, Jessica Claiborne.

15. The bank bag is locked in a secure location until University of Houston Campus Police is contacted at e-mail address: <http://uh.edu/police/transfers.html> to request a pick up. When the officer arrives to pick up the deposit, he/she will collect the money and sign the Money Transmittal Form, leaving the white copy for the office records.

Have deposits completed and called in before 2:30 pm. If a deposit is called in after 2:30, the deposit will be picked up the next day. The money will then be locked in a secure location overnight.

If you notice any legible discrepancies after a deposit has been submitted, or if you have any questions regarding the deposit, please contact Student Financial Services at ext. 3-5628.