



# UNIVERSITY *of* HOUSTON LIBRARIES

## Cash Handling Procedures

### Introduction

The state of Texas and the University of Houston require that all employees (student employees included) who handle cash for the university complete a cash handling course each fiscal year. All guidelines set out in this course must be followed at all times. This is to provide accountability for all money received by the university.

The University of Houston Libraries has two (2) departments that receive monies, the circulation and administration departments. The circulation receives monies from students as late fees, damaged book fines, book replacement fees and study carrel fees. The circulation department also accepts monies from outside borrowers such as law firms or other libraries as usage fees. The circulation department accepts U.S. currency and checks.

The library administration office receives monies from vendors that issue credits or refunds to the University Libraries. These issuances are usually in the form of checks and the administration office never receives cash. The administration department also receives reimbursements from library employees who may have been charged state sales taxes on their procurement cards or other similar instances.

Cash receipts totaling \$100.00 or more must be forwarded to Student Financial Services (SFS) within one working day of receipt, cash less than \$100.00 must be forwarded to SFS within five working days of receipt.

For University cash handling procedures, please see [MAPP 05.01.01](#).

### Circulation Receipt Procedures

The circulation department uses five (5) different log books to record cash receipts. They are:

- Carrel Key Fees
- Fines
- ILL Services Fees
- Lost Book Payments
- Outside Borrowers

1. All library staff (including student managers) working the Service Desk must take payment for lost books, fines, carrels and for outside borrowers cards.
2. All checks must be stamped at the appropriate place on the back side of the check with "For Deposit Only U-H".
3. All checks received must be checked against the Master Check List.
4. All accepted checks must have the staff initials written on the upper right hand corner.
5. All checks must have the driver's license number or some form of ID number such as passport, state or Federal I.D.
6. All checks must have a PeopleSoft ID number or a social security number from patrons not affiliated with the university
7. Do not accept third party checks.
8. Do not accept checks that are not pre-printed with name, address, etc.

9. Checks received by mail are to be given to a staff person at the counter and entered into the appropriate log book. A receipt is to be written and mailed to the patron.
10. All money (check or cash) are to be written in the appropriate log book. Patron must sign by the entry.
11. A receipt must be written from the appropriate receipt book. The white copy is to be given to the patron. The pink copy is to be kept with the money. The yellow copy is to remain in the receipt book.
12. The money and receipt is to be put into a 6" X 9" envelope. This envelope must be put into the drop-style safe.
13. Money must be checked against the receipts and log books each day by the Financial Assistant preparing the deposit and one other staff member from a different area in the library.
14. Separate deposit tickets and separate Deposit Summaries must be prepared for cash and checks, and they must be recorded on separate bank lines in the journal. After September 1<sup>st</sup>, 2013 cash will no longer be accepted at the Circulation desk. Payments will be either by check or credit card.
15. Debts are to be cleared from the library computer system.

### **Circulation Depositing Procedures**

1. Retrieve from the file cabinet: Deposit slips, deposit binder, transmittal form, deposit bag, Ill's receipt and log book.
2. Take the deposit binder and the deposit bag to the Access Service Desk.
3. Retrieve the money from the safe.
4. Get the logbooks that have transactions to be deposited.
5. Sort the envelopes as to fines, lost book, carrel key fees, associate borrowers and ILL. When more brown 9X11 envelopes are needed, stamp the envelopes with the appropriate rubber stamp.
6. Check monies received against the log books. Make a check in the far right column for each transaction accounted for in the log books.
  - Complete each step for each logbook in which money was taken.
  - A. Make sure the staff initials, patrons' driver license number and the UH I.D. PeopleSoft number are written on the front of the checks. Separate the cash and checks for each book.
  - B. Make a calculator tape for each book by adding each entry individually, then subtotal, add the total currency and coins amount next for a final total. At the top of the calculator tape, write the title of the transaction (e.g. Fines, Lost Book Payment, Carrel Fees, Outside Borrower), the date, and your initials. Indicate if money is check or cash.
  - C. For each log book, tape the calculator tape to a clean sheet of paper, followed by the receipts in number order as they appear in the log books.
  - D. If a patron paid with change, place the coins in the small yellow coin envelopes but do not seal.

- E. In the logbook, draw a line two blank lines below the last entry. In the blank space write the words: deposited, date, your initials, and the dollar amount. Prepare the next page if needed by drawing the columns and title each column. If several entries in the log books are for one person, group them together with a bracket ({} and write the total amount to the left next to the signature. Put the money and receipts in the log book and set aside.
- F. Record each deposit in the binder. It also helps later, if you write the deposit number (H0143 \_\_\_) and the bag number on the top of scratch paper. As you complete each book, write all information on this piece of paper also. Such as, 1) Fines, \$15.00, 18547, 40702, 2063, C0600. 2) Carrel key fees \$20.00, 18435, 40702, 2080, D0901. Write the grand total at the bottom.
7. Move to the computer with the receipts. Match fines on the patron records in the Library's Millennium System to monies received and clear the appropriate fines. Do this also with carrel fees and lost books. For **LOST BOOKS:** 1) If the lost book was paid by a TexShare Library, make a photocopy of all the information mailed to us. Staple the white copy of the receipt to the photocopy and stamp the photocopy paid and mail to the contact person at the library which paid. Stamp paid to our original letter and file in the paid folder (these are found in the file cabinet by the financial manager's desk under TexShare Libraries). The information which was mailed to us will be stapled to the photocopy of the log book, that we keep with our copy of the deposit journal. Make a lost and paid card and file. Record payment in the TexShare binder. Clear patron's name, you may need to delete patron record from the Library's Millennium System. 2) **ILL:** If the payment is for a lost book from ILL. Make one (1) photocopy of the information sent to us and stamp paid. Send this with the white receipt to the library that paid. The original copy of the information will be stapled to the photocopy of the log book that we keep with our copy of the deposit journal. Make a lost & paid card and file. 3) **STOP POSTED TO PS OR STOP PLACED WITH ACC:** Make a printout of the patron record showing the stop was placed. Photocopy the receipt. Staple these together with the patron information on top and write a note stating patron paid here, please clear. Make a lost & paid card and file. Put the printout and photocopy aside to be cleared by the end of the day. 4) **LOST & PAID CARD:** The card should include the call number in the upper left hand corner of the card, the bar code in the upper right hand corner, the amount paid and the date in the lower left hand corner, the patron's name who paid in the lower right hand corner and finally if the book is a recall book or a reserve book. Also, let the Reserve manager or the Recall manager know which book was paid for. 5) **DAMAGED BOOKS:** If the payment is for a damaged book, pull the book from the damaged shelf. Clear the patron's record, have the book withdrawn or send to mending for repair. **ASSOCIATES CARDS:** Update any associate patron library record with the correct codes and messages. For Expanded & Corporate Associates cards, enter as a message "PATRON HAS LIMITED PRIVILEGES AT UHDT & UHCL LIBRARIES," type the date and your initials. Update patron's record by typing N in the PCODE 1 field, type E in the PCODE 2 field and 10 in the PTYPE field. For Expanded Alumni card, type M in the PCODE 1 field and 10 in the PTYPE field. Also, type the message, "PATRON HAS LIMITED PRIVILEGES AT UHDT & UHCL LIBRARIES," the date and your initials. For the Basic

Associates card, type N in the PCODE 1 field and 4 in the PTYPE field. For all new associates cards, enter as a note the message "FIRST ASSOCIATES CARD (name the type of card such as basic, expanded, alumni, corporate) ISSUED" ON (DATE), and your initials. Write the patron's name, bar code and date of expiration in the Associates Binder.

**CARREL FEES & LOCK CHANGES:** If the patron was stopped for a lock change, print out the patron information and staple a photocopy of the receipt to it. Write a note stating to clear the patron on the photocopy, patron paid here. Set aside to be cleared by the end of the day with the other adjustments. If the patron renewing the carrel, clear fine, and re-file the carrel card.

8. Have a second person from another department check the money and receipts against the logbook entries. This person must also write the date and their initials beside the preparer's in the book. Some people to use: Renee Fiorini-McManus – 3-9698, Dolores Carmona – 3-0632, Gloria Robinson-Citizen – 3-9696, or Virginia Gonzales- 3-9689.
9. Make the following photocopies and staple each to the corresponding receipts:
  - a. 1 copy of each logbook
  - b. 1 copy of each check
10. Combine all the monies from all the logbooks- Put checks in order with the largest dollar amount on top, except when the check is oversize. The oversize checks are placed on the bottom of the stack. If depositing cash, put in order starting with the largest amount on top.
11. Make more calculator tapes, listing the largest denomination to the smallest.
  - a. List each check, subtotal, make a final total.or
  - b. List cash: add all of the same denomination together, listing the largest first and write the breakdown on the tape. Such as for cash:

2-\$20s	\$40.00
5-\$10s	\$50.00
SUBTOTAL	\$90.00
TOTAL	\$90.00
12. Fill in the information on the MONEY TRANSMITTAL form. Write the department code and deposit (H0143\_\_\_) on the top of the form.
13. Tear off the top plastic strip of the plastic deposit bag and keep.
14. Fill in the information on the deposit bag.
15. Complete the information needed on the deposit slip. If you are depositing cash and checks, fill out two slips, one for cash the other for checks. Include the date, currency amount, total of coins, or list the checks individually on the deposit ticket, write the total amount at the bottom and on the side of the slip. Also write the bag number, the department and deposit number (H013\_\_\_). Make two photocopies of the deposit slip(s). Put the original deposit slip in the deposit bag. Put one copy of the deposit slip with the set of copies of the logbooks, set the other one aside to be sent to the vault with the deposit bag.
16. Enter all information needed on journal entry in PeopleSoft. The numbers for the bank: speed type is 100000, account code is 10510, the fund is BANK. Separate Bank Journal lines are required for each separate deposit ticket.

17. Complete a Cash Deposit Summary Form, for each ticket.
18. Print the Cash Deposit Summary Form(s) and take with the money and the deposit bag to a person who has completed the Cash Deposit test online. Have this person check the money with the form and sign. Next, have this person watch as you put the money in the bag and seal. Sign the Cash Deposit form.
19. Scan the deposit slip(s) and the Cash deposit Summary Form(s) and attach to the journal.
20. When the journal is completed, notify the Library Business Administrator that it is ready for approval.
21. Once the second level approval is done, print three copies of the journal. One copy to keep, one copy to be stapled to a copy of the deposit slip and sent with the deposit to the vault and one copy will go to the Library's Financial Manager's Assistant.
22. Request deposit pick up by going to <http://uh.edu/police/transfers.html>. Click on "Submit a money transfer request" and log in with your PeopleSoft ID. Complete the form, following the prompts. UHPD will send an officer to pick up the deposit. The officer will verify second level approval, check the bag and transmittal form for completeness, sign the transmittal form and leave the white copy with you.
23. Staple copies of the logbooks, receipts, deposit slip, transmittal form, cash deposit form and plastic strip from the deposit bag to the original copy of the journal form.
24. Send one copy of the journal form to the Financial Assistant in the Library Administration Office.
25. File.

### **Circulation Credit Card Processing**

1. Make sure to look at a picture ID before taking a credit card. Acceptable forms of ID include a Cougar Card, a driver's license, a state identification card, or a passport.
2. When taking credit cards, you only need to use the log book, give a copy of the receipt from the credit card machine to the patron and place our copy in the lockbox. On the receipt please write what the payment was for (Fines, Lost Book, Carrel, Associates)
3. In the fines log book where it asks for "Receipt #", write down the credit card used (VISA, MC, or Discover).
4. Get credit card slips, settlement and CC ledger from the front.
5. In the ledger, assign a reference number to the current entry in order based on previous reference number. – stay sequential. (CC##).
6. Tape settlement slip to clean sheet of paper. Tape CC receipts to back of same paper.
7. Label front- "Credit Card settlement" and the date on the charge slips.
8. Label receipts on the back as to their reason- information is in the ledger if payment was for a lost book, fine, etc. Check off entries in ledger.
9. Go to My-UH and log in and create a Journal Entry.

10. Click on process. Journal ID appears and status changes to 'V' and attach all back-up documentation.
11. Select first level of workflow approval.
12. Select Approve then click apply.
13. Go back to the Documents tab and print Journal entry detail (2 Copies).
14. Put one copy in envelope for Pam Allen (Administrative Assistant)
15. Staple one to the CC sheet.
16. File newest in front in deposit drawer.

### **Administration Receipt Procedure**

1. Library Business Administrator stamps check and designates in which cost center the check is to be deposited.
2. Check is recorded by the Library Business Administrator. Remitter's name, check number, check amount check date and reason for check are logged.
3. If the check is a reimbursement from a library employee, a pre-numbered receipt is given to the remitter, either in person or via USPS. Receipt number should also be logged with the other check information.

### **Administration Depositing Procedure**

1. Financial Analyst prepares and signs Cash Deposit Form.
2. Financial Analyst prepares Deposit Slip.
3. A witness, usually, but not limited to, the HR/Payroll coordinator, verifies cash and checks and signs the Cash Deposit form to indicate cash is correct.
4. Financial Analyst seals cash, checks and original deposit slip in a pre-numbered deposit bag while the witness is present.
5. Financial Analyst prepares journal
  - a. Enters bag number in Header Reference Field
  - b. Scan and uploads Cash Deposit Form & Deposit Slip to the journal in PeopleSoft.
  - c. Select Path 2 – Dept/SFS/Accting
6. Financial Analyst prints copy of Journal (no signatures required).
7. Financial Analyst calls police for pickup.
  - a. Inside Bag: Cash/Checks and original Deposit Slip
  - b. Outside Bag: Journal coversheet and copy of deposit slip.
8. Financial Analyst fills out a pre-numbered money transmittal form.
9. Officer signs money transmittal form, leaves white copy with Financial Analyst and takes the remaining copies and deposit bag.