

College of Optometry

Attachment – Good Neighbor Clinic (GNC)

1. Cash and checks are processed in accordance with university and college guidelines within 24 hrs.
2. All FERV foundation checks are forwarded to Liz Mauzy for processing. All gift checks are forwarded to Opt development staff for processing. All clinic revenue/income is forwarded to Clinic business office for processing. This pertains to funds that do not belong to the GNC and must be forwarded to appropriate department within 24 hours.
3. Each patient is issued a fee bill and the attending student and doctor completes the fee bill after services are rendered.
4. Upon payment, cash and checks are entered into Medtrak patient ledger and a copy of fee bill is given to patient.
5. Checks made out to the University of Houston are immediately endorsed with university issued stamp. GNC can make copies of checks and keep for 3 months only. If kept longer, bank account numbers must be blacked out on the copies. Destroy check copies by shredding.
6. Credit card transactions are processed in accordance with university guidelines. Credit card machine is batched every evening. Settlement tape is included in backup for journal processing.
7. At the end of the day, the day's receipts are reconciled to the daily summary report. The cashier's check out form is completed and signed.
8. Funds are locked in lockbox and are secured every evening. Funds and cashier's worksheet is submitted to the business office the next business morning via UH Police transfer request as early as possible. Complete a transmittal form for signatures. See enclosed procedures.
9. Funds with appropriate backup is submitted to the Business Office (BO) and posted to the Optometry Business log upon receipt.
10. Notify Mary Juarez and BO designee if there is no deposit or deposit will be late.
11. Further business procedures included in "Optometry Business Office" attachment.

Department Petty Cash and Change Fund Guidelines

Department Cash Handling Guidelines

UH Police Department Money Transfer Procedures

8/12 - chg # 4

OK per email per Meha

August 12, 2014

College of Optometry

Attachment – CASA Clinic

1. Cash and checks are processed in accordance with university and college guidelines within 24 hrs.
2. All FERV foundation checks are forwarded to Liz Mauzy for processing. All gift checks are forwarded to Opt development staff for processing. All clinic revenue/Income is forwarded to Clinic business office for processing. This pertains to funds that do not belong to the CASA and must be forwarded to appropriate department within 24 hours.
3. Each patient is issued a fee bill and the attending student and doctor completes the fee bill after services are rendered.
4. Upon arrival at the cashier's station, the fee bill is reconciled with ledger for appropriate charges. Upon payment, cash and checks are entered into Medtrak patient ledger and a copy of fee bill is given to patient.
5. Checks made out to the University of Houston are immediately endorsed with university issued stamp. CASA can make copies of checks and keep for 3 months only. If kept longer, bank account numbers must be blacked out on the copies. Destroy check copies by shredding.
6. Credit card transactions are processed in accordance with university guidelines. Credit card machine is batched every evening. Settlement tape is included in backup for journal processing.
7. The day's receipts are reconciled to the daily summary report. The cashier's check out form is completed and signed.
8. Funds are locked in lockbox and are secured every evening. Funds and cashier's worksheet is submitted to the business office the next business morning via UH Police transfer request as early as possible. Complete a transmittal form for signatures. See enclosed procedures.
9. Funds with appropriate backup is submitted to the Business Office (BO) and posted to the Optometry Business log upon receipt.
10. Notify Mary Juarez and BO designee if there is no deposit or deposit will be late.
11. Further business procedures included in "Optometry Business Office" attachment.

Department Petty Cash and Change Fund Guidelines

Department Cash Handling Guidelines

UH Police Department Money Transfer Procedures

July 21, 2014



Two handwritten signatures are present at the bottom of the page. The signature on the left is written in cursive and appears to be 'Mary Juarez'. The signature on the right is also in cursive and appears to be 'Arelia Hays'.

College of Optometry

Attachment – Mobile Eye Institute (MEI)

1. Cash and checks are processed in accordance with university and college guidelines within 24 hrs.
2. All FERV foundation checks are forwarded to Liz Mauzy for processing. All gift checks are forwarded to Opt development staff for processing. All clinic revenue/income is forwarded to Clinic business office for processing. This pertains to funds that do not belong to the MEI and must be forwarded to appropriate department within 24 hours.
3. Each patient is issued a fee bill and the attending student and doctor completes the feel bill after services are rendered.
4. Upon completion of services, the fee bill is completed with appropriate charges and payment is received by Dr. Gerondale.
5. MEI accepts cash and credit card transactions for MEI services. Every effort will be taken to protect credit card information until it is delivered to the UEI business office for processing.
6. Checks made out to the University of Houston are immediately endorsed with university issued stamp. MEI can make copies of checks and keep for 3 months only. If kept longer, bank account numbers must be blacked out on the copies. Destroy check copies by shredding.
7. Credit card transactions are processed in accordance with university guidelines. Credit card machine is batched every evening. Settlement tape is included in backup for journal processing.
8. At the end of the day, the day's receipts are reconciled and a daily cashier's checkout form should be submitted with the day's receipts.
9. Daily receipts /checkout form is submitted to Cynthia Swindells or Voncille McGilbert for patient account creates. Funds are locked in safe and Lori Hernandez is notified for posting to patient ledger and deposits.
10. Change fund is locked in a locked bag in a locked metal box in a locked cabinet in the locked bus on UH Police area, when not in use.
11. Further business procedures included in "Optometry Business Office" attachment.

Department Petty Cash and Change Fund Guidelines

Department Cash Handling Guidelines

UH Police Department Money Transfer Procedures

July 21, 2014



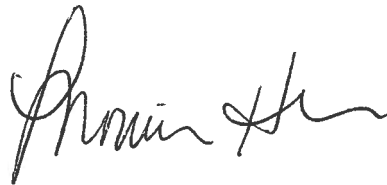
College of Optometry

Attachment – Ambulatory Surgical Center (ASC)

1. Cash and checks are processed in accordance with university and college guidelines within 24 hrs.
2. All FERV foundation checks are forwarded to Liz Mauzy for processing. All gift checks are forwarded to Opt development staff for processing. All clinic revenue/income is forwarded to Clinic business office for processing. This pertains to funds that do not belong to the ASC and must be forwarded to appropriate department within 24 hours.
3. Upon receipt, cash and checks are entered into Vision patient ledger and a receipt is issued.
4. Checks made out to the University of Houston are immediately endorsed with university issued stamp. ASC can make copies of checks and keep for 3 months only. If kept longer, bank account numbers must be blacked out on the copies. Destroy check copies by shredding.
5. Credit cards and Telecheck is batched every evening. Vision revenue report is reconciled to the day's income at the end of every business day.
6. Funds are locked in lockbox and in secured Pharmacy stockroom (rm 174) every evening. Funds and cashier's worksheet is submitted to the business office the next business morning.
7. Funds with appropriate backup is submitted to the Business Office (BO) and posted to the Optometry Business log upon receipt. The BO log is completed with pertinent information. ASC and the BO employee accepting revenue must sign the receipt. ASC retains original and BO keeps a copy.
8. Further business procedures included in "Optometry Business Office" attachment.

Department Petty Cash and Change Fund Guidelines

Department Cash Handling Guidelines

A handwritten signature in black ink, appearing to read "Amin" followed by a flourish.

7/23/14

July 21, 2014

College of Optometry

Attachment– Community Eye Clinic, Fort Worth

1. All forms of monies are processed in accordance with university and college guidelines within 24 hrs.
2. Upon receipt all monies are entered into patient ledger in Officemate.
3. Insurance Checks/money orders are made out to the University of Houston are immediately endorsed with university issued stamp.
4. All monies are kept in a secure drawer at the front desk.
5. At the end of the day, the deposit is reconciled against the production summary report. The cashier's check out form is completed, and the deposit is assigned a journal number and bag which is then recorded on the deposit slip.
6. A block of journal numbers are assigned by the Opt Business Office and emailed every 2-3 weeks as needed by Mary Juarez or designee.
7. Community Eye Clinic can make copies of checks and keep for 3 months only. If kept longer, bank account numbers must be blacked out on the copies. Destroy check copies by shredding.
8. Deposits are walked over the following am across the street to Bank of America, 420 Throckmorton St. as bank closes at 4 pm. The deposit is locked in the cabinet overnight.
9. Copies of deposit slip, bag slip, check out form, production summary and deposit receipt are then scanned and emailed to Hanh Nguyen and Mary Juarez at mjuarez@uh.edu for journal processing.
10. Hanh prints out checkout form, verifies the amount against the OfficeMate summary report and checks off the amount. She also writes the journal #, the bag # and the H0113 reference number on the checkout form. She signs the form and scans the completed checkout form with the summary report, copy of deposit slip/bag # and the copy of the processed bank deposit slip, 4 pages in all for journal backup.
11. Hanh emails a scan of the bank deposit slip and email to Loryn Ledesma or Sharon Smith of UH Treasurer's office so that office can reconcile their daily bank deposits.
12. Hanh then creates a journal to book the deposit scanning the backup for journal and enters into workflow. A copy of the journal is given to Barbara Valles to ensure deposit is reconciled.
13. Further business procedures included in "Optometry Business Office" attachment.

Department Petty Cash and Change Fund Guidelines

Department Cash Handling Guidelines

OK per Email 7/22/14

July 21, 2014

College of Optometry

Attachment – Cedar Springs Eye Clinic, Dallas

1. All forms of monies are processed in accordance with university and college guidelines within 24 hrs.
2. Upon receipt all monies are entered into patient ledger in OfficeMate.
3. Cedar Springs accepts insurance checks and money orders only. Checks/money orders made out to the University of Houston are immediately endorsed with university issued bank stamp.
4. All monies are kept in a secured drawer at the front desk.
5. At the end of the day, the deposit is reconciled against the production summary report. The cashier's check out form is completed, and the deposit is assigned a journal number and bag which is then recorded on the deposit slip.
6. A block of journal numbers are assigned by the Opt Business Office and emailed every 2-3 weeks as needed by Mary Juarez or designee.
7. Cedar Springs can make copies of checks and keep for 3 months only. If kept longer, bank account numbers must be blacked out on the copies. Destroy check copies by shredding.
8. Deposit are made the same day, if we are not able to make it on the same day, bank closed, etc., the deposit is locked in the cabinet and made next day. Deposit is delivered to Bank of America, 3107 Inwood Rd near Lemmon Ave.
9. Copies of deposit slip, bag slip, check out form, production summary and deposit receipt are then scanned and emailed to Hanh Nguyen and Mary Juarez at mjuarez@uh.edu for journal processing.
10. Hanh prints out checkout form, verifies the amount against the OfficeMate summary report and checks off the amount. She also writes the journal #, the bag # and the H0113 reference number on the checkout form. She signs the form and scans the completed checkout form with the summary report, copy of deposit slip/bag # and the copy of the processed bank deposit slip, 4 pages in all for journal backup.
11. Hanh emails a scan of the bank deposit slip and email to Loryn Ledesma or Sharon Smith of UH Treasurer's office so that office can reconcile their daily bank deposits.
12. Hanh then creates a journal to book the deposit scanning the backup for journal and enters into workflow. A copy of the journal is given to Barbara Valles to ensure deposit is reconciled.
13. Further business procedures included in "Optometry Business Office" attachment.

Department Petty Cash and Change Fund Guidelines

Department Cash Handling Guidelines

July 21, 2014

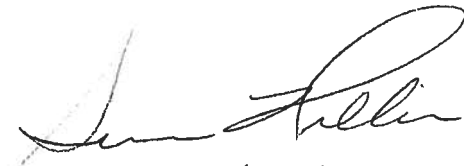
Fluência Rodriguez

College of Optometry

Attachment – Dean's Office

1. Cash and checks are processed in accordance with university and college guidelines within 24 hrs.
2. Upon receipt, cash and checks are entered into electronic spreadsheet by Susan Williams.
3. All FERV foundation checks are forwarded to Liz Mauzy for processing. All gift checks are forwarded to Opt development staff for processing. All clinic revenue/income is forwarded to Clinic business office for processing. This pertains to funds that do not belong to the Dean's Office and must be forwarded to appropriate department within 24 hours.
4. All other UH funds are submitted to the Business Office (BO) and posted to the Optometry Business log upon receipt. The BO log is completed with pertinent information. Ms. Williams and the BO employee accepting revenue must sign the receipt. Ms. Williams retains original and BO keeps a copy.
5. Checks made out to the University of Houston are immediately endorsed with university issued stamp.
6. Dean's office can make copies of checks and keep for 3 months only. If kept, bank account numbers must be blacked out on the copies. Destroy check copies by shredding.
7. Further business procedures included in "Optometry Business Office" attachment.

Department Cash Handling Guidelines



8/13/14

July 21, 2014

College of Optometry

Cynthia

Attachment – Professional Programs

1. Cash and checks are processed in accordance with university and college guidelines within 24 hrs.
2. One day Parking Decals cash and checks are entered into electronic spreadsheet by Cynthia Plunk.
3. All FERV foundation checks are forwarded to Liz Mauzy for processing. All gift checks are forwarded to Opt development staff for processing. All clinic revenue/income is forwarded to Clinic business office for processing. This pertains to funds that do not belong to the Professional Program and must be forwarded to appropriate department within 24 hours.
4. All other UH funds are submitted to the Business Office (BO) and posted to the Optometry Business log upon receipt. The BO log is completed with pertinent information. Professional program and the BO employee accepting revenue must sign the receipt. Professional program retains original and BO keeps a copy.
5. Checks made out to the University of Houston are immediately endorsed with university issued stamp.
6. Professional program office can make copies of checks and keep for 3 months only. If kept longer, bank account numbers must be blacked out on the copies. Destroy check copies by shredding.
7. Further business procedures included in "Optometry Business Office" attachment.

Department Cash Handling Guidelines

NO ISSUE
D Davis
Cynthia Plunk

July 21, 2014

College of Optometry

Attachment – Graduate Office

1. Cash and checks are processed in accordance with university and college guidelines within 24 hrs.
2. Upon receipt, cash and checks are entered into electronic spreadsheet by Graduate Program.
3. All FERV foundation checks are forwarded to Liz Mauzy for processing. All gift checks are forwarded to Opt development staff for processing. All clinic revenue/income is forwarded to Clinic business office for processing. This pertains to funds that do not belong to Graduate program and must be forwarded to appropriate department within 24 hours.
4. All other UH funds are submitted to the Business Office (BO) and posted to the Optometry Business log upon receipt. The BO log is completed with pertinent information. Graduate program employee and the BO employee accepting revenue must sign the receipt. Graduate program retains original and BO keeps a copy.
5. Checks made out to the University of Houston are immediately endorsed with university issued stamp.
6. Graduate Office program can make copies of checks and keep for 3 months only. If kept longer, bank account numbers must be blacked out on the copies. Destroy check copies by shredding.
7. Further business procedures included in “Optometry Business Office” attachment.

Department Cash Handling Guidelines



July 21, 2014

College of Optometry

Attachment – Associate Dean, Professional Advancement

1. Cash and checks are processed in accordance with university and college guidelines within 24 hrs.
2. Upon receipt, all cash and checks are entered into electronic or manual spreadsheet by Chaminga Lorensuhewa.
3. This pertains to funds that do not belong to the Office and must be forwarded to appropriate department within 24 hours. All FERV foundation checks are forwarded to Liz Mauzy for processing. All gift checks are forwarded to Opt development staff for processing. All clinic revenue/income is forwarded to Clinic business office for processing.
4. All other UH funds are submitted to the Business Office (BO) and posted to the Optometry Business log upon receipt. The BO log is completed with pertinent information. Mr. Lorensuhewa and the BO employee accepting revenue must sign the receipt. Mr. Lorensuhewa retains original and BO keeps a copy.
5. Checks made out to the University of Houston are immediately endorsed with university issued stamp.
6. Associate Dean's office can make copies of checks and keep for 3 months only. If kept, bank account numbers must be blacked out. Destroy check copies by shredding.
7. Further business procedures included in "Optometry Business Office" attachment.

Department Cash Handling Guidelines

A handwritten signature in black ink, appearing to be 'Chaminga Lorensuhewa', with a long horizontal flourish extending to the right.

College of Optometry

Attachment – Optometry Business Office

1. Cash, checks and credit cards are processed in accordance with university and college guidelines within 24 hrs and handled by those authorized and trained.
2. All FERV foundation checks are forwarded to Liz Mauzy for processing. All gift checks are forwarded to Opt development staff for processing in accordance with GTF guidelines. All clinic revenue/income is placed in their locked mailbox in the mail room. All continuing education funds are forwarded to CE staff for processing. This pertains to funds that do not belong to Optometry and must be forwarded to appropriate department within 24 hours.
3. Upon receipt, cash, checks and other monies are entered into the electronic workbook and a receipt is issued to the submitting individual or department.
4. Checks made out to the University of Houston are immediately endorsed with university issued stamp. BO can make copies of checks and keep at least 3 months. If kept longer, bank account numbers must be blacked out on the copies. Destroy check copies by shredding.
5. Financial assistant will count all incoming deposits (cash, coins, checks) and verify credit card and Telecheck payments. All clinic deposits are logged entered into the Clinic Bank Deposit workbook.
6. All funds and the Clinic Bank Deposit worksheet will be forwarded to another financial coordinator for final fund verification and Journal entry completion.
7. A BO financial coordinator must deposit receipts, creating a GL journal in PeopleSoft (PS) workflow and appropriate deposit forms, within MAPP time limits. Journal information is added to BO Receipts Log to complete the log information.
8. The college business administrator or associate dean is "Notified" within PeopleSoft for review and online approval.
9. BO employee must submit request via email for money transfer. <http://uh.edu/police/transfers.html> Bank deposit bags, journal and transmittal form should be signed and picked up as early as possible, preferably 2:00pm, by UH Police for delivery to SFS. See procedures.
10. Funds must be locked and secured within the business office wall safe until pickup.
11. A copy of the journal is retained in business office for reconciliation. The signed transmittal form is attached to the journal copy.
12. CBA or associate dean approves PeopleSoft journal in workflow each business day.

RECONCILIATION

1. A business office financial coordinator reconciles journals to the PS monthly.
2. The cost center manager receives, reviews, signs and returns the verification worksheet.
3. All discrepancies are reported, researched and resolved in a prompt manner.

Departmental Cash Handling Guidelines

UH Police Department Money Transfer Procedures

From Hank + Luye OK


August 13, 2014

College of Optometry

Attachment – Office of Optometry Relations Development, Continuing Education, Student Activities

1. Cash, checks and credit cards are processed in accordance with university and college guidelines within 24 hrs.
2. Upon receipt, cash and checks are entered into department electronic spreadsheet or database by OOR Staff.
3. All FERV foundation checks are forwarded to Liz Mauzy for processing. All gift checks are forwarded to OPT development staff for processing. All clinic revenue/income is forwarded to clinic business office for processing. This pertains to funds that do not belong to OOR and must be forwarded to appropriate department within 24 hours.
4. Gifts, in the form of checks and credit card information are documented with the GFT, which can be found on the UH website. All GFTs are processed within their guidelines.
5. Credit card machines should be closed out daily and included in deposit information to the business office.
6. Bank of America Velocity reports need to be run daily and submitted to Business Office for journal processing.
7. All OOR UH funds, such as continuing education, tuition deposits, etc., are submitted to the Business Office (BO) and posted to the Optometry Business log upon receipt. The BO log is completed with pertinent information. OOR staff member and the BO employee accepting revenue must sign the receipt. OPR staff retains original and BO keeps a copy.
8. Checks made out to the University of Houston are immediately endorsed with university issued stamp.
9. OOR can make copies of checks and keep for 3 months only. If kept longer, bank account numbers must be blacked out on the copies. Destroy check copies by shredding.
10. Further business procedures included in "Optometry Business Office" attachment.

Department Cash Handling Guidelines

Approved by

Melisse Mays
7/22/14

July 21, 2014

College of Optometry

Attachment – Optometry Petty Library

1. Cash, checks and credit cards are processed in accordance with university and college guidelines within 24 hrs. The Petty Library routinely accepts cash/coins for their copier service.
2. Mary Guzman, Opt BO employee, prints out a log sheet prior to visiting library with blue bag and Xerox keys.
3. Funds are removed from the library copier by Mary Guzman, financial assistant and a library employee. The cash is counted by both employees and amount is documented on log sheet and initialed by both employees. Cash is placed in blue bag.
4. Copy is made of log sheet and Library keeps original filing in their binder.
5. Mary G. takes the blue bag that contains coins and her copy of log sheet and swaps coins for bills at the University Eye Institute business office as UEI is in need of coins for business transactions.
6. Mary G returns to the business office where the amount is electronically entered into the log and then placed in the safe until journal processed.
7. Xerox keys are stored in blue bag and locked in wall safe in business office.
8. Further business procedures included in “Optometry Business Office” attachment.

Department Cash Handling Guidelines

*OK per Suzanne Email
of 8/12/14*

August 12, 2014

College of Optometry

Attachment – TERTC OFFICE

1. Cash and checks are processed in accordance with university and college guidelines within 24 hrs.
2. Upon receipt, cash and checks are entered into electronic spreadsheet by TERTC employee.
3. All FERV foundation checks are forwarded to Liz Mauzy for processing. All gift checks are forwarded to Opt development staff for processing. All clinic revenue/income is forwarded to Clinic business office for processing. This pertains to income that does not belong to TERTC office and must be forwarded to appropriate department within 24 hours.
4. TERTC funds are submitted to the Business Office (BO) and posted to the Optometry Business log upon receipt. The BO log is completed with pertinent information. TERTC employee and the BO employee accepting revenue must sign the receipt. TERTC employee retains original and BO keeps a copy.
5. Checks made out to the University of Houston are immediately endorsed with university issued stamp.
6. TERTC office can make copies of checks and keep for 3 months only. If kept longer, bank account numbers must be blacked out on the copies. Destroy check copies by shredding.
7. Further business procedures included in “Optometry Business Office” attachment.

Department Cash Handling Guidelines

July 21, 2014

Verified.

Locations:	University Eye Institute Central Registration at University of Houston All CBO Operations Offices	Category:	Cashier Operations
Procedure Name:	Cash Handling Policy Client Specific	Effective Date:	October 1, 2011
Authorized by:	Dorma L. Kohler President	Last Revision:	August 12, 2014

Objective:

To ensure proper cash handling procedures are implemented and utilized for the Cashiering Services provided for the University Eye Institute at the University of Houston.

Procedures:

1. All persons accepting cash (currency, money orders, checks, credit/debit cards) must be authorized to do so by the University of Houston.
 - a. All employees authorized to handle credit card transactions shall complete required online credit card training prior to receiving first transaction and annually afterwards. Online training provided by the UH.
 - b. All employees authorized to handle cash, including currency, money orders, and checks, shall complete required online cash handling training and certification prior to receiving assigned cash bag and annually thereafter.

2. Each time cash is received in person, an acceptable form of receipt must be used:
 - a. Receipt generated by MedTrak upon posting of TOS payment will be given to every patient.
 - b. Document the cash transaction on the patient's fee bill.
 - c. At the EOD a calculator tape on cash will be run and once balanced placed in the deposit bag.
 - d. MedTrak ATJ reports will be run by user & printed at end of day to include with each deposit.

3. Acceptable Forms of Payment:
 - a. Cash, Checks/Money Orders
 - b. Checks/Money Orders must be made out to the "University of Houston"
 - c. Checks/Money Orders must be restrictively endorsed "For Deposit Only" immediately upon receipt and include a cost center for deposit as part of the restrictive endorsement.
 - d. Checks require a valid driver's license or state issued identification to be swiped through the tele-check system. (when the individual writing the check does not have a valid driver's license or state issued I.D. a valid governmental picture passport, may be accepted as identification. A photocopy will be scanned into ebridge with the fee bill)
 - e. No foreign drafts (checks) are to be accepted.
 - f. No foreign currency accepted (US funds only).
 - g. Debit and/or credit cards (where authorized by the University of Houston Treasurer's Office in accordance with the requirements of UH System Administrative Memoranda 03.A.06).



4. Receipt will be generated by MedTrak upon posting of time-of-service payments and a copy will be given to every patient in addition to credit card receipt.
 - a. A duplicate credit card receipt will be placed into the deposit bag.
5. Checks, money orders, and currency must be physically safeguarded and securely stored until transmitted to SFS, the Treasurer's Office, or Donor and Alumni Records. Per the University of Houston policy, locked filing cabinets or drawers or safes are acceptable storage mechanisms.
6. Cash receipts are deposited as follows:
 - a. Found monies are immediately turned over to the AMG Client Administrator who will notify the UH Department of Public Safety (DPS).
7. Receipts from departmental sales are processed as described below.
 - b. Unidentified deposits (those where the purpose and recipient of the payment cannot be identified, including gifts) are referred to the Treasurer's Office for research and deposit to the university's depository institution and recording in the unidentified receipts cost center. The Treasurer's Office and the submitting department will research the source of funds to determine the appropriate cost center for the receipt of fund
8. Deposit Timeliness:
 - a. Credit card receipts must be accumulated and turned in with deposit daily.
 - b. All monies received totaling \$100 or more must have deposits created and given to the designated UH employee within one working day of receipt.
 - c. Amounts less than \$100 may be held no longer than five working days prior to deposit.
9. Cashier Closing Procedures:
 - a. Cash deposits must be prepared and reconciled by two AMG authorized employees. Each employee must:
 - i. Independently verify placement of the funds into the deposit bag; and
 - ii. Complete and sign the Cash Deposit Summary form.
 - iii. Cash bag secured with lock by assigned cashier.
 - b. Overages and Shortages of less than \$20 on cash receipts are recorded to the UEI cashier's reconciliation form and are reported to one of the AlteraMed Group Executive Team for appropriate personnel action.
 - c. Cash deposits are made using authorized bank bags obtained from the University's Cashier's Office.
 - d. The only items that can be placed into the bank bags are:
 - i. Cash
 - ii. Checks with remittance advices and other attachments removed
 - iii. Money Orders
 - iv. Coin (rolled if amounts allow)
 - v. Accounting Transaction Journal (ATJ)
 - vi. Calculator tapes
 - vii. Completed deposit ticket with all checks listed separately.
 - viii. University Eye Institute reconciliation form
10. Offsite CBO/merchant card processing procedures
 - a. Patient payments taken over the phone are immediately registered in the online merchant portal for processing. No credit card information is documented or retained on paper. PCI compliance procedures are to be followed at all times.