

DEPARTMENTAL CASH HANLDING GUIDELINES
(MAPP 05.01.01 – Cash Handling)

- I. All persons accepting cash (currency, money orders, checks, credit/debit cards) must be authorized to do so.
 - A. All employees authorized to handle credit card transactions shall complete required online credit card training annually.
 - B. All employees authorized to handle cash, including currency, money orders, and checks, shall complete required online cash handling training and certification annually.

- II. Each time cash is received in person, an acceptable forms of receipt must be used:
 - A. Uniquely and consecutively pre-numbered receipts, with a duplicate copy maintained as a cash receipts log.
 - B. Dated cash log.
 - C. Pre-numbered tickets.
 - D. Cash register tapes.
 - E. Other documentation.
 - F. Note – an exception to this requirement would be small amounts of coins accepted for copy charges.

- III. Acceptable Forms of Payment:
 - A. Checks & Money Orders
 - 1. Must be made out to the “University of Houston”
 - 2. Must be restrictively endorsed “For Deposit Only” immediately upon receipt.
 - 3. Must include a cost center for deposit as part of the restrictive endorsement.
 - 4. Checks require a valid driver’s license or other identification (if the individual writing the check does not have a driver’s license, a valid governmental picture I.D., such as an I.D. issued by a state department of public safety, or a passport, may be accepted as identification).
 - 5. If foreign drafts (checks) are to be accepted, contact the Treasurer’s Office prior to acceptance. Foreign drafts are to be deposited as separate transactions from domestic checks and cash, using separate deposit tickets, cash receipts, and bank bags. Service and banking charges incurred for the processing of foreign drafts will be charged back to the department accepting the foreign draft.
 - B. Debit and/or credit cards (where authorized by the Treasurer’s Office in accordance with the requirements of UH System Administrative Memoranda 03.A.06).
 - C. Currency
 - 1. Departments are encouraged to accept payments only in U.S. funds.

- IV. 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. Locked filing cabinets or drawers or safes are acceptable storage mechanisms.

- V. Cash receipts are deposited as follows:
 - A. Found monies are immediately turned over to the UH Department of Public Safety (DPS).
 - B. Endowed gifts are sent to the Treasury Department with a Gift Transmittal Form (GTF) and documentation including one copy of the check and any other information

DEPARTMENTAL CASH HANDLING GUIDELINES
(MAPP 05.01.01 – Cash Handling)

regarding the endowment. The Treasurer's Office will deposit the gift and forward the GTF and documentation to Donor and Alumni Records.

- C. Non-Endowed gifts are sent to Donor & Alumni Records with a Gift Transmittal Form (GTF) and documentation including one check copy within one working day of receipt. The GTF must include a certifying signature indicating that the funds are being deposited into a cost center in accordance with any applicable funding source restrictions.
- D. Receipts from departmental sales are processed as described below.
- E. 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 funds.

VI. Deposit Timeliness:

- A. Credit card receipts must be accumulated and posted daily via journal entry.
- B. All monies received totaling \$100 or more must be deposited with SFS within one working day of receipt. SFS shall, in turn, deposit funds with the university bank within one working day of receipt.
- C. Amounts less than \$100 may be held no longer than five working days prior to deposit.
- D. Off campus departments are subject to the same deposit requirements.

VII. Non- remote cash deposit procedures:

- A. Cash deposits must be prepared and reconciled by two authorized employees (of which one must be an employee of the department making the deposit). Each employee must:
 - 1. Independently verify placement of the funds into the deposit bag; and
 - 2. Complete and sign the Cash Deposit Summary form.
- B. Departments complete and submit a journal through workflow via path 2, Department – SFS – General Accounting. A copy of the journal coversheet is transmitted to SFS along with the cash deposit bag.
 - 1. Journals must be approved through Level 2 (Departmental Approver) or deposits will not be picked up by the UHPD.
- C. Overages and Shortages of less than \$20 on cash receipts are recorded to the departmental cost center on the journal using account 50015.
 - 1. The fund or cash handling custodian must maintain a log of all overages/shortages, including the date and amount.
(Addendum D of MAPP 05.01.01, linked at:
<http://www.uh.edu/finance/pages/References.htm>),
 - 2. Individual overages/shortages of \$20 or more, or annual cumulative overages/shortages of \$40 or more, must be immediately reported to General Accounting and the Treasurer's Office. Departments with large cash handling operations may be permitted larger overage/shortage allowances with permission

DEPARTMENTAL CASH HANDLING GUIDELINES
(MAPP 05.01.01 – Cash Handling)

from the Treasurer. The Treasurer will provide the names of these units/departments to Internal Auditing.

- D. Cash deposits are made using authorized bank bags obtained from the Cashier's Office.
 - 1. The only items that can be placed into the bank bags are:
 - a. Cash
 - b. Checks with remittance advices and other attachments removed
 - c. Coin (rolled if amounts allow)
 - d. Completed deposit ticket with all checks listed separately.
- E. Revenues shall be deposited and managed in a cash recipient cost center authorized for that purpose by the Budget Office.
- F. Cash deposits for departments outside of the Welcome Center are transferred to the Cashier's Office by the UH DPS. Departments should contact the UH DPS via email to make arrangements for the transfer of deposits.
 - 1. Transfer of funds requires a Money Transmittal Form. Only one deposit bag can be listed per Money Transmittal Form.
- G. Cash deposits should never be sent through the mail.

VIII. Remote cash deposit procedures:

- A. Cash deposits must be prepared and reconciled by two authorized employees (of which one must be an employee of the department making the deposit). Each employee must:
 - 1. Independently verify the number of checks scanned and transmitted using the approved scanner; and
 - 2. Complete and sign the Cash Deposit Summary form.
- B. Departments complete and submit a journal through workflow via path 1, Department – General Accounting.
 - 1. Journals must be approved through Level 2 (Departmental Approver).
- C. Overages and Shortages of less than \$20 on cash receipts are recorded to the departmental cost center on the journal using account 50015.
 - 1. The fund or cash handling custodian must maintain a log of all overages/shortages, including the date and amount.
(Addendum D of MAPP 05.01.01, linked at: <http://www.uh.edu/finance/pages/References.htm>),
 - 2. Individual overages/shortages of \$20 or more, or annual cumulative overages/shortages of \$40 or more, must be immediately reported to General Accounting and the Treasurer's Office. Departments with large cash handling operations may be permitted larger overage/shortage allowances with permission from the Treasurer. The Treasurer will provide the names of these units/departments to Internal Auditing.
- D. Revenues shall be deposited and managed in a cash recipient cost center authorized for that purpose by the Budget Office.

DEPARTMENTAL CASH HANLDING GUIDELINES
(MAPP 05.01.01 – Cash Handling)

- IX. Additional Deposit Procedures for Off-Site Locations:
 - A. University departments physically located away from central campus may arrange for transportation and deposit of cash receipts directly to the university's depository institution. Such arrangements require advance approval by the responsible College or Division Business Manager and the Treasurer.
 - B. University departments with academic operations in foreign countries may obtain approval for the establishment of a bank account in that country, in accordance with UH System Administrative Memorandum 03.F.07. Transfer of funds to the foreign bank account will be accomplished via an electronic transfer initiated by the Treasurer's Office upon request of the department and with the approval of the Director of General Accounting or designee. Requests for transfer are to be the minimum amount necessary to meet anticipated cash demands, and all disbursements from the account are to be recorded by General Accounting upon presentation of approved vouchers and supporting receipts from the departments. Adjustments for currency fluctuations are to be recorded as necessary, but no less frequently than once per fiscal year.

- X. Records
 - A. Departments retain copies of reconciled cash register activity logs, checks, Deposit Bag Confirmation Strips, and individual invoices or receipts with departmental records for six months for audit purposes.
 - B. Departmental cost center transactions shall be verified monthly. All discrepancies must be cleared when identified and department financial records corrected in accordance with UH System Administrative Memorandum 03.F.04 – Cash Handling.

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. Checks are scanned and deposited by Cash Pro. Check images are available in Cash Pro for 45 days. A deposit report will be included with daily deposit document. BO can keep original checks for 2 weeks before destroying checks by cross-cut shredder. .
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 money transfer request. <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 original journal is retained in business office for reconciliation with the signed transmittal form is attached to the journal .
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

August 21, 2015

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

X Paulette Guerra 6-8-15

June 1, 2015

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

June 1, 2015

 6/3/15

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

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06/02/2015

June 1, 2015

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

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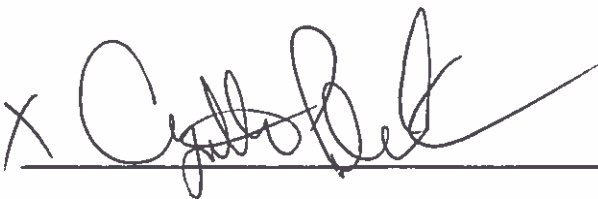
June 1, 2015

College of Optometry

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

X 

June 1, 2015

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

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June 1, 2015

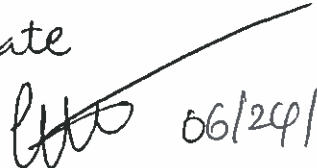
College of Optometry

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 Office Mate.
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 Checks and money orders are scanned and deposited through CashPro.
6. The original checks and money orders are kept for 2 weeks before destroying by cross-shredder. Check images are available in CashPro website for 45 days. Deposit (check scanning) are made the same day, if we are not able to make it on the same day for example, technical problem with CashPro/scanner, etc., the deposit is locked in the cabinet and made next day.
7. Copies of check out form, production summary and CashPro deposit report are then scanned and emailed to Cynthia Dees, Hanh Nguyen and Mary Juarez at mjuarez@uh.edu for journal processing.
8. Cynthia prints out checkout form, verifies the amount against the Office Mate summary report and checks off the amount. She signs the form and scans the completed checkout form with the summary report, and CashPro deposit report 3 pages in all for journal backup.
9. Cynthia then creates a journal to book the deposit, scanning the backup for journal and enters into workflow deposit is enter as cost center outstanding for reconciliation..
10. Further business procedures included in "Optometry Business Office" attachment.

Department Cash Handling Guidelines Attached

Per (Shirell Lagrande, Felicia Rodriguez), the above policies & Procedures are accurate

 06/24/2015

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. Journal numbers are needed for cash deposits.
7. Checks are scanned and deposited by CashPro, the CashPro deposit report is printed and included with deposit scan. Original copies are kept for 2 weeks before destroying by cross shredder. When cash deposits are involved, 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.
8. Copies of deposit slip, bag slip, check out form, production summary, CashPro deposit report and deposit receipt are scanned and emailed to Cynthia Dees, Hanh Nguyen and Mary Juarez at mjuarez@uh.edu for journal processing.
9. When no cash is involved, only check out form, production summary, and CashPro deposit report are required to be emailed.
10. Cynthia 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. When cash is deposited, 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. Cynthia 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.

Per Debbie Rodriguez, the above policies & Procedures are accurate

6/23/15



06/24/2014

College of Optometry

Department Petty Cash and Change Fund Guidelines

Department Cash Handling Guidelines

6/23/15

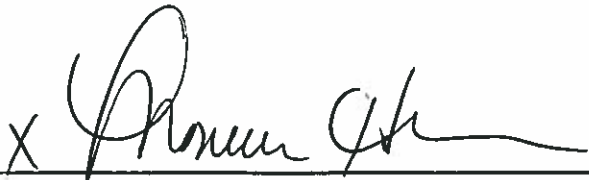
College of Optometry

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

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June 1, 2015

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 fee 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, 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

June 1, 2015

X Liz Mauzy 6/4/15

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

June 1, 2015



College of Optometry

Attachment – Good Neighbor Clinic (GNC)

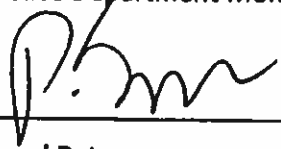

1. Cash and checks are processed in accordance with university and college guidelines within 24 hrs.
2. All FERV foundation checks are forwarded to Liz Mauzy for processing. All gift checks are forwarded to Opt development staff for processing. All clinic revenue/income is forwarded to Clinic business 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 receipt 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

Sign and Date
June 1, 2015

  6/2/15

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.

X *K. Samyko*