

# *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 totaling more than \$100 need to be run within one working business day and submitted to Business Office for journal processing. Bank of America Velocity reports totaling less than \$100 need to be run within five working business days 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 via Cash Pro once received into the Business Office.
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.


July 12, 2017

# College of Optometry

## Department Cash Handling Guidelines

Sign and Date:

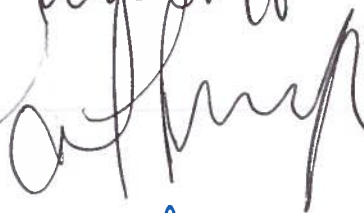
 7/12/17  
melissa mares

  
Amanda Johnson 7/12/17

 7-12-17

allex allan 7/12/17

W. Stappard 7/12/17

 7-12-17

 7-13-17

Charat King 7-13-17

Ashley Alhaise 7-13-17

Saw - 7-13-17

Elizabeth Mauzy 7/13/17

Hayley P... 7/14/2017

 7/14/17

# College of Optometry

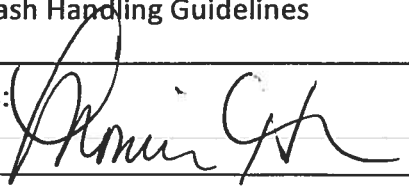
## Attachment – Ambulatory Surgical Center (ASC)

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, <sup>Telecheck</sup> are entered into Vision patient ledger and a receipt is issued. Vision <sup>We will turn in V's daily check as they</sup> does not generate receipts it post to the pt. account and is printed to go with daily deposits.
4. Checks made out to the University of Houston for ASC <sup>are deposited once posted to acct and submitted to vision report</sup>
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

Sign and Date:



6/15/17

# 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 the patient ledger in OfficeMate.
3. Cedar Springs accepts insurance checks and money orders only. Checks/money orders are made out to the University of Houston and are immediately endorsed with the 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 at the CashPro website for 45 days. Deposit are made the same day. If we are not able to make it on the same day due to a technical problem with CashPro/scanner, etc., the deposit is locked in the cabinet and made the next day.
7. Copies of the check-out form, production summary and CashPro deposit reports are then scanned and emailed to Brandon Addison, Nancy Sanger, Barbara Valles, and Zagui Paredes for journal processing.
8. Brandon receives the email attachment from the clinic, prints out the checkout form, verifies the amount against the OfficeMate summary report and checks off the amount. He signs the form and scans the completed checkout form with the summary report, and CashPro summary deposit report 3 pages in all for journal backup.
9. He 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 Petty Cash and Change Fund Guidelines

Department Cash Handling Guidelines

Sign and Date:



3/22/17

# 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 verified to be made out to the University of Houston.
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 bag which its number is then recorded on the deposit slip.
6. Checks are scanned and deposited by CashPro, the CashPro summary deposit report is printed and included with deposit scan. Original copies are kept for 2 weeks before destroying by cross shredder. When cash is available, 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.
7. Copies of deposit slip, bag slip, check out form, production summary, CashPro deposit report and deposit receipt are then scanned and emailed to Brandon Addison, Barbara Valles, and Zagui Paredes for journal processing. When no cash is involved, only check out form, production summary, and CashPro deposit report are required to be emailed.
8. Brandon prints out checkout form, verifies the amount against the OfficeMate summary report and checks off the amount. He also writes the journal #, the bag # and the H0113 reference number on the checkout form. He 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.
9. When cash is deposited, he 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.
10. He 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.
11. Further business procedures included in "Optometry Business Office" attachment.

Department Petty Cash and Change Fund Guidelines

Department Cash Handling Guidelines

Sign and Date:

*Julie Deane* 5/3/2017

May 12, 2016

# *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 credit cards, and checks are entered into Medtrak patient ledger and a receipt is given to patient.
5. 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.
6. 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.
7. Funds are locked in lockbox and are secured every evening. Funds (cash, credit card receipts, checks), batch summary reports and cashier's worksheet are 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.
8. Funds with appropriate backup is submitted to the Business Office (BO) and posted to the Optometry Business log upon receipt.
9. Notify Zagui Paredes and approved BO cash handlers (Brandon Addison, Barbara Valles, Maria Carreron, Mary Guzman and Nancy Sanger) if there is no deposit or deposit will be late.
10. 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:

*M. Mendoza* *P. Sanger*

5/23/17

May 19, 2017



# *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, checks are entered into electronic spreadsheet by Graduate Program.
3. All FERV foundation checks are forwarded to Liz Mauzy for processing.
4. All other checks are forwarded to the Business Office for processing.
5. Further business procedures included in "Optometry Business Office" attachment.

### **Department Cash Handling Guidelines**

Sign and Date:

A handwritten signature in black ink, consisting of a large, stylized 'L' or 'M' shape with a horizontal line extending to the right.

3-31-17

# *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 within 1-2 business days. Settlement tape is included in backup for journal processing.
8. The day's receipts are reconciled and a daily cashier's check out form submitted with the day's receipts within 1-2 business days.
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

Sign and Date:

*Lori Hernandez* OS 7/13/17



# *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. If the following are forms the OPT Business Office may receive:
  - FERV foundation checks: Forwarded (within 24 hours) to Liz Mauzy for processing.
  - Gift checks: Forwarded (within 24 hours) to OOR-OPT Development staff for processing in accordance with GTF guidelines.
  - Daily Incoming Mail with Checks: are placed in locked mailbox in the mail room, where they will be processed by designated UHCO employees (Cynthia Swindells, Voncille McGilbert, Cheryl Robins).
  - Continuing Education funds: Forwarded (within 24 hours) to OOR-CE staff for processing.
  - ACH Transfers: The daily university ACH report is sent from General Accounting (Monica Cantu, Nguyen Nguyen or Gretta McClain) which is reviewed by Optometry Business office and Alteramed employee Vonville McGilbert to identify which clinic the revenue belongs to. Once the review is complete, an approved cash handler will create a journal to transfer the revenue to the appropriate clinics and cost centers. Please refer to the College of Optometry Automated Clearing House (ACH) Deposits FY 18 procedures for more information.
  - External Clinic Deposits (Cedar Springs/Dallas & Community Eye/Ft Worth): Please see the cash handling procedures for Cedar Springs and Fort Worth
  - Internal Clinic Deposits (UEI/Alteramed, Cedar Springs/Dallas (checks only), GNC and ASC): Please see steps below
3. Upon receipt of cash, check and monies, the amounts are entered into the electronic workbook and a receipt is issued to the submitting individual or department (file path: busofc\$ (\uhco-bo)> Business Office File Cabinets >FY18 UHCO Receipts Log.xlsx)
4. An approved cash handler will count all incoming internal clinic deposits (cash, coins, checks) and verify credit card, Care Credit and Telecheck payments against the Cashier's Check Out Form and backup summary documentation submitted.
5. If there is a discrepancy on the Cashier's Check Out form or if backup documentation is missing, the approved cash handler will contact the appropriate clinic for assistance.
6. If there is an overage or shortage in the deposit, the approved cash handler will complete the MAPP 05.01.01 Addendum C University of Houston Incident Report and 05.01.01 Addendum D University of Houston Overage/Shortage Report. The Addendum C Incident report must be sent to General Accounting and the Treasurer's Office.
7. All checks are made out to the University of Houston. The checks are scanned and deposited through Cash Pro website. Check images are available in Cash Pro for 45 days.
8. A check deposit report must be included in the backup documentation with the daily deposit.
9. Original checks are filed away for 2 weeks before they are destroyed by cross-cut shredder.

August 2, 2017

# College of Optometry

10. The approved cash handler will record all daily clinic deposits into the Clinic Bank Deposit workbook. (file path: busofc\$ (\\uhco-bo)> Business Office File Cabinets > FY18 UHCO Clinic Bank Deposit Log.xlsx)
11. Once initial review of deposit, cashier's check out forms, backup documentation and checks are complete, they will be forwarded to a 2nd approved cash handler for final review.
12. The 2<sup>nd</sup> cash handler will confirm deposit amounts, seal bank deposit bag and submit a deposit GL journal in PeopleSoft (PS) workflow, within MAPP time limits. Journal information is added to FY 18 UHCO Receipts Log to complete the log information.
13. The college business administrator or associate dean (Jose Martinez, Zagui Paredes and Roger Boltz) is "Notified" within PeopleSoft for review and online approval.
14. Once journal is approved, the 2<sup>nd</sup> cash handler must submit an electronic request for a money transfer from the UH Police Department at <http://uh.edu/police/transfers.html>
15. Bank deposit bags, journal and transmittal form should be signed and picked up as early as possible, police pick up cut off time is 9:20 AM, by UH Police for delivery to Student Financial Services (Welcome Center Rm 114).
16. Funds must be locked and secured within the business office wall safe until pickup.
17. A copy of the journal is retained in the business office for reconciliation. A digital copy of the journal is saved in bo (\\uhco-bo) > FY18 > FY 18 Journals > "UEI ASC CS CEC GNC" folder"
18. The signed transmittal form is attached to the journal hard copy.

## 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

Maria Connor 8-3-17  
Barbara Cochran 8-2-17

Nancy Sanger  
8/2/17  
Jose Martinez 8/2/17

August 2, 2017

Jose M. Sanger 8/3/17  
Barbara Cochran 8/3/17  
Zagui Paredes 8/3/17

# *College of Optometry*

## **Automated Clearing House (ACH) Deposits Attachment – Optometry Business Office**

It is the responsibility of University of Houston employees to secure and account for the University's monetary asset and prevent any loss of funds including automated clearing house (ACH) deposits.

General Accounting (Monica Cantu, Nguyen Nguyen or Gretta McClain) notifies the Optometry Business Office (Zagui Paredes, Jose Martinez, Voncille McGilbert, Barbara Valles, and Brandon Addison) of daily ACH deposits via email.

### **Types of ACH Deposits**

- Clinics (UEI, GNC, ASC, Cedar Springs/Dallas, Community Eye/Ft Worth)
- Care Credit (UEI and ASC)
- TX Opt Board

### **Clinic Deposits**

1. Daily ACH deposit attachments from General Accounting are saved in the shared drive (file path: busofc\$ (\\uhco-bo)> Business Office File Cabinets > Financial Team > FY 18 > FY 18 ACH
2. Voncille McGilbert will also receive the ACH deposit emails and review the ACH's to identify which clinic each ACH deposit belongs to. Voncille will email the Optometry Business Office the ACH deposit attachment and a spreadsheet that identifies which clinic each deposit belongs to.
3. The Business Office (Brandon Addison) will prepare a GL journal with backup documentation to deposit the ACH payments to appropriate clinic cost center
  - **UEI:** 00730-2078-H0115-C0405-NA (18051), Materials acct code 43600, Service acct code 43617
  - **ASC:** 00730-2078-H0115-C1816-NA (51592), Service acct code 43617
  - **Cedar Springs:** 00730-2078-H0115-C3483-NA (35984), Service acct code 43617
  - **Community Eye:** 00730-2078-H0115-C4674-NA (52436), Service acct code 43617
4. After completion of ACH GL journal, journal information is recorded in the ACH Log FY'18 (file path: busofc\$ (\\uhco-bo)> Business Office File Cabinets > Financial Team > FY 18 > FY 18 ACH folder > ACH Log FY'18
5. A copy of the journal is retained in business office for reconciliation. A digital copy of the journal is saved in bo (\\uhco-bo) > FY18 > FY 18 Journals > "ACH" folder"

### **Care Credit / Synchrony**

Optometry also received ACH deposits for Care Credit Payments which are a payment option for UEI and ASC clinic patients. The Care Credit transaction is booked in the Daily Clinic Cash deposit journals as revenue (43605) and outstanding AR (12100). This is because the actual revenue is transmitted via ACH deposit, several days after the Care Credit payment is processed, and will subtract credit card fees

August 3, 2017

# *College of Optometry*

for patient transaction. Therefore, the purpose of the Care Credit ACH deposit journal is to book the ACH deposits to clear outstanding AR balances (12100) and record all Care Credit Card fee expenses (acct 54708) for patient transactions.

1. Once a week, the Business Office will run a 1074 report on the Care Credit cost centers for UEI and ASC Clinics
  - UEI Care Credit 00730-2078-H0115-C0406-NA (10950)
  - ASC Care Credit 00730-2078-H0115-C0025-NA (53174)
2. Review the 1074.3a and 1074.6 to see if there are any outstanding amounts on Acct code 12100. The Transaction Description on the 1074.3a will denote the date of a Care Credit Transaction that took place.
  - a. For Example: Transaction Description "A/R-Care Cr. 03/23/17 H0115" means that a Care Credit Transaction was processed on 03/23/17
3. So once all outstanding 12100 transactions on the 1074.3a have been identified, the Business Office will log into Synchrony Care Credit website and run a Daily Funding report for each clinic for the transaction dates.
4. The Daily Funding Report will match the original amount booked on the Daily Cash Deposit Journal (acct 43605 and acct 12100) and also list the amount for Credit Card Fees (acct 54708) associated with each Daily Transaction.
5. The Business office will also the ACH emails from General Accounting from those transaction dates to identify the ACH deposits. All Care Credit Deposits will come from Originator "Synchrony". PLEASE NOTE: ACH deposits for a Care Credit Transaction will typically be processed within 2-3 business days after the transaction date. The ACH amounts from Synchrony should match the transactions from the Care Credit Funding Reports.
6. Once all outstanding 12100 transactions are identified, the Business Office will submit a GL journal to clear acct 12100 and book the credit card fee expenses (acct 54708).
7. The college business administrator or associate dean (Jose Martinez and Zagui Paredes) is "Notified" within PeopleSoft for review and online approval.
6. A digital copy of the journal is saved in bo (\\uhco-bo) > FY18 > FY 18 Journals > "Care Credit" folder > "UEI" or "ASC"

## **Texas Optometry Board**

Optometry pays yearly license to the State of Texas Optometry Board. TOA will pay 2-3 annual payments through the ACH process. Typically, these ACHs will be submitted beginning of Fall Semester and once in Spring Semester. Dean Earl Smith will receive a letter regarding the largest ACH amount paid (which occurs in Spring).

1. ACH from the Texas Optometry Board will come from originator "TX Opt Board."
2. Business Office will submit GL journal to process deposit using acct code 43609 into the License Renewal Cost Center 00730-4044-H0113-A1770-NA (34769)

August 3, 2017

# *College of Optometry*

3. Save electronic copy of journal to License Renewal cost center folder (File Path busofc\$ (\\uhco-bo)> Business Office File Cabinets > Financial Team > Fund 4 > 4044 > "License Renewal" folder

## **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



# *College of Optometry*

## **Check Refunds**

Check refunds are submitted to the OPT Business Office with the daily cash deposit from the UEI clinic or ASC clinic. However, these are processed separately and within 1 business day, as the patients are usually informed that the check refund will be sent within 5 business days. So the check refund process must be started as soon as the refund paperwork is received by the OPT Business Office.

1. The OPT Business Office reviews the UNIVERSITY EYE INSTITUTE Refund Request forms from either the ASC or UEI clinics. All the information must be fill out completely - patient's name, address, date of service, staff name etc.
2. The refund request form and/or other supporting documents must not contain the patient's social security number.
3. Once the form is complete, a Vendor Setup Coversheet must also be filled out. This form is found on the on UH website <http://www.uh.edu/vendor/#Forms> and fill out only the Vendor Setup Coversheet for Individuals. This sheet allows you to temporarily add the patient information on PeopleSoft to process the Voucher.
  - Fill out the patient's information on the top and bottom of the page. Must also select "Vendor Classification - **UH Hilton or UH Optometry One-time Refund Recipient.**"
  - Then an authorized signatory must sign the form by CBA, DBA Or Assoc. Dean. (i.e. Zagui Paredes, Jose Martinez or Dr. Roger Boltz.)
4. Fax document to the Vendor ID department. Adding the patient to the vendor list should take no longer than one business day.
5. After-the patient has been added into PeopleSoft, process a voucher. Enter the speed type as given and use account code 43908 for refund of sales & services. In the Voucher Description, state Clinic name with reason for refund.
6. The OPT Business Office verifies the clinic has recorded the refund in the appropriate clinic worksheet of the University Eye Institute Refund Log. The OPT Business Office will update the patients' record with voucher number and payment date.

# College of Optometry

## Attachment – Professional Programs

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 Professional Program and must be forwarded to appropriate department within 24 hours.
3. 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.
4. Checks made out to the University of Houston are immediately endorsed with university issued stamp.
5. 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.
6. Further business procedures included in "Optometry Business Office" attachment.

### Department Cash Handling Guidelines

Sign and Date:

*Roger Boltz*



*3.22.17*

March 22, 2017

# *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**

Sign and Date:

*Dulene Guerra*

*4/12/17*