

FY19 CASH HANDLING PROCEDURE – CEDAR SPRINGS EYE CLINIC - DALLAS

1. SCOPE

The state of Texas and the University of Houston require all employees who handle cash on behalf of the University to complete a cash handling course each fiscal year. All guidelines and MAPP policies must be followed to ensure accountability for money received.

In accordance with [MAPP 05.01.01](#), Cash Handling, all cash transactions involving the University, its colleges, or any departments are subject to all applicable state laws and regulations and University policies and procedures, including University of Houston [System Administrative Memoranda 03.A.07](#), – Petty Cash Procedures, [08.A.03](#) – Gift Acceptance, and [03.F.04](#) – Cash Handling. All University employees have a fiduciary responsibility to the University to handle cash properly, and in accordance with the procedure outlined below.

2. PURPOSE

This document establishes policies and procedures for handling all cash activities at the University of Houston, including cash acceptance, the deposit of cash, and cash fund maintenance.

3. PROCEDURE

When a University employee receives cash, it is to be deposited promptly into the appropriate authorized University cost center. Cash receipts totaling \$100.00 or more must be deposited within one working day of receipt, cash less than \$100.00 must be deposited within five working days of receipt. Please time/date stamp all receipts and upload as supporting documentation for compliance purposes. Credit card transactions must be settled daily and recorded daily via journal entry.

A. Cedar Springs Eye Clinic process:

1. Upon receipt all monies are entered into patient ledger in Officemate.
2. 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.
3. All monies are kept in a secured drawer at the front desk.
4. 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.
5. 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 are made the

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- same day, if we are not able to make it on the same day technical problem with CashPro/scanner, etc., the deposit is locked in the cabinet and made next day.
6. Copies of check out form, production summary and CashPro deposit report are then scanned and emailed to Optometry Business Office (OBO) for journal processing.
 7. OBO prints out 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.
 8. OBO 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
 9. Further business procedures included in attachments below.

ATT: (1) Department Petty Cash and Change Fund Guidelines (2) UH Police Department Money Transfer Procedures