

FY19 CASH HANDLING PROCEDURE – EYE CENTER HEIGHTS

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. Eye Center Heights Office process:

1. 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 Eye Center Heights and must be forwarded to appropriate department within 24 hours.
2. Each patient is issued a fee bill and the attending student and doctor completes the fee bill after services are rendered.
3. Upon payment, cash credit cards, and checks are entered into Medtrak patient ledger and a receipt is given to patient.

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4. 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.
5. 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.
6. Funds are locked in lockbox and are secured every evening. Funds (cash, credit card receipts, and 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.
7. Funds with appropriate backup is submitted to the Optometry Business Office (OBO) and posted to the Optometry Business log upon receipt.
8. Notify OBO if there is no deposit or deposit will be late.
9. Further business procedures included in attachments below.

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