

FY19 CASH HANDLING GUIDELINES: OPTOMETRY BUSINESS OFFICE

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. Optometry Business Office (OBO) may receive:

1. FERV foundation checks (within 24 hours) to Liz Mauzy for processing.
2. Gift checks are forwarded (within 24 hours) to OOR-OPT development staff for processing in accordance with GTF guidelines.
3. Daily incoming mail with checks are placed in lockbox where they will be processed by UHCO employees.
4. Continuing Education funds: (within 24 hours) to CE staff for processing.
5. 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 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.

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6. External Clinic Deposits (Cedar Springs/Dallas & Community Eye/Ft Worth): Please see the cash handling procedures for Cedar Springs and Fort Worth
 7. Internal Clinic Deposits (UEI/Alteramed, Cedar Springs/Dallas (checks only), GNC and ASC): Please see steps below
- B. Upon receipt of a deposit, the amount is 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)
- Internal Clinic Deposits (UEI/Alteramed, Cedar Springs/Dallas (checks only), Eye Center in the Heights and ASC)**
- C. 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.
 - D. 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.
 - E. 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.
 - F. 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.
 - G. A check deposit summary report must be included in the backup documentation with the daily deposit.
 - H. Original checks are filed away for 2 weeks before they are destroyed by cross-cut shredder.
 - I. 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)
 - J. 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.
 - K. The 2nd cash handler will confirm deposit amounts, seal bank deposit bag and submit a GL journal entry.
 - L. The 2nd approved cash handler must deposit receipts, 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. When submitting journal for approval, c
 - M. The college business administrator or associate dean is "Notified" within PeopleSoft for review and online approval.
 - N. Once journal is approved, the 2nd cash handler must submit an electronic request for a money transfer from the UH Police Department at <http://uh.edu/police/transfers.html>
 - O. Bank deposit bags, journal and transmittal form should be signed and picked up as early as possible, police pick up cut off time is 1:15 pm, by UH Police for delivery to Student Financial Services (Welcome Center Rm 114).
 - P. Funds must be locked and secured within the business office wall safe until pickup.

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- Q. 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 > "UEI ASC CS CEC GNC" folder"
- R. 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.

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