

## FY19 CASH HANDLING PROCEDURE – OFFICE OF OPTOMETRY RELATIONS (OOR)

### 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. Office of Optometry Relations (OOR) process:

1. Upon receipt, cash and checks are entered into department electronic spreadsheet or database by OOR Staff.
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 OOR and must be forwarded to appropriate department within 24 hours.
3. 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.
4. Credit card machines should be closed out daily and included in deposit information to the business office.

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5. 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.
6. All OOR UH funds, such as continuing education, tuition deposits, etc., are submitted to the Optometry Business Office (OBO) 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.
7. Checks made out to the University of Houston are immediately endorsed with university issued stamp via Cash Pro once received into the Business Office.
8. 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.
9. Further business procedures included in attachments below.

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