

MEMORANDUM

DATE: July 25, 2013

TO: Selesta Hodge, Executive Director, Research Services

FROM: Elyse Davis, DBA, TcSUH

SUBJECT: Cash Handling Process - Texas Center for Superconductivity at UH (TcSUH)

Cash Handling Policy

Occasionally, TcSUH receives cash and/or checks as contributions to the center or from outside billings for our recharge center. In all cases, TcSUH will prepare and process cash and/or checks received in accordance with UH MAPP Policy 05.01.01. The policies include:

- Preparation of a journal to make deposits
- Maintenance and use of a cash/check log
- Maintenance and use of a pre-numbered, 2 part receipt book
- Issuance of a receipt to each individual and/or business who submits cash/check for payments or reimbursements. In the event of refunds for overpayments, no receipt will be provided.
- Use of authorized bank bags obtained by Student Financial Service to make deposits
- Transmission of deposits via the UH Police Department (UHPD)
- Deposit of funds totaling \$100 or more within one (1) business day
- Deposit of funds totaling less than \$100 within five (5) business days
- Verification that individual and/or business is not on the UH master list of bad checks

Cash Handling Procedures

1. All checks will be received and processed by one of the authorized Department **Check Receivers** (Charmaine Escobido or Bernadette Williams).

The responsibility of the check receiver is to collect the checks, safeguard the checks, write receipts, and record the check details in the Check Log.

Check must be made payable to "University of Houston."

If the purpose and recipient of a payment cannot be identified, the payment should be immediately sent to the Treasurer's Office for research and referral to the appropriate department.

2. **Check Receiver** will immediately:
 - a. Check PS Student Admin to make sure the company/individual is not on the master list of bad checks

- b. Work with the **Department Business Administrator** to verify purpose of the deposit, appropriate cost center, allowability, and appropriate back up documentation has been provided
- c. Enter all received checks in the Cash/Check Log
- d. Submit the checks, receipt, and all documentation to the Department **Check Depositor** (Helen Espinoza).

3. **Department Check Depositor** will:

- a. Compare the cash/checks to the receipts
- b. Complete either a PeopleSoft Journal Entry and Cash Deposit Form, or a Gift Transmittal Form (GTF) if the check is a gift
- c. Prepare the deposit in accordance with current procedures. Refer to [Department Cash Handling Guidelines \(MAPP 05.01.01 – Cash Handling\)](#)
- d. Endorse the check or money order as follows:
For Deposit Only
University of Houston
Bus Unit-Fund-Dept-Program-Project-Account
- e. Update the cash/check log with PS Journal # and Date of Deposit
- f. Enter the deposit in the department's financial records system (FMP)
- g. Bring the deposit package to the Check Receiver to verify the following:
 - i. Check numbers and amounts listed on deposit slip match checks provided
 - ii. Deposit Slip includes Journal #, Transmittal form #, and bag #.
 - iii. Check is properly endorsed.
 - iv. PS Journal and PS Cash Deposit Form totals match total of checks.
 - v. Upon verification, the checks are placed in the bag and the *PS Cash Deposit Form* is signed by both individuals
- h. For cash deposits (PeopleSoft Journal), upload documents to PS and submit journal in workflow. Contact UHPD to pick up and transport the deposit after it has been approved by the DBA.
- i. For gift deposits, the Gift Transmittal Form (GTF) will be completed and UHPD will be contacted to transport the check to Treasury for endowed gifts or Donor and Alumni Records for non-endowed gifts. All appropriate back up documentation will be attached
- j. Submit department copy of the deposit (with signature of UHPD on the Transmittal Form or signature of other individual on the GTF) to the individual responsible for filing/scanning department records

4. **Department Business Administrator** (Elyse Davis) will:

- a. Review/approve the Journal Entry in PS workflow, verifying:
 - i. The correct PS cost center and account code is used
 - ii. Two individuals verified the deposit
 - iii. Supporting documents are uploaded
- b. UHPD is contacted after DBA approved journal deposit in WorkFlow.

5. **Department Reconciler** (DeSandra Torbor):

On a monthly basis, the Department Reconciler will ensure the reconciliation of the entries in the log to the university's financial system (PeopleSoft).

The log must be reviewed to ensure that all deposits are posted and are posted to the correct cost center and account code.

The receipt numbers should be reviewed to ensure they are all accounted for. If numbers are missing from the sequence, it should be investigated.

If discrepancies are found, they are to be cleared immediately, and department financial records corrected in accordance with UH SAM Policy 03.F.04.

At the end of each month, TcSUH's Department Business Administrator, Elyse Davis will certify the internal record against the University's PeopleSoft Financial Report for accuracy.

TcSUH will normally accept payments/cash in U.S. funds. If foreign drafts (checks) and/or wire transfers are to be accepted for payment, the Treasurer's Office should be contacted prior to acceptance.

Should you have any questions regarding TcSUH's process, please contact me at 713-743-8180.