

MEMORANDUM

DATE: August 7, 2015

TO: Pam Muscarello, Division Administrator, Division of Research

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. 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:

- Use of an electronic check scanner to deposit funds to university bank accounts
- Preparation of a journal to credit department cost centers
- 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
- 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** (Ileana Perez or Patrick Mitchell).

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 deposited to the University bank account and Treasurer's Office will be notified for research and referral to the appropriate department.

2. **Check Receiver** will immediately
 - a. Work with the **Department Business Administrator** to verify purpose of the deposit, appropriate cost center, allowability, and appropriate back up documentation has been provided
 - b. Enter all received checks in the Cash/Check

- c. LogSubmit 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. Endorse the check or money order as follows:
For Deposit Only
University of Houston
Bus Unit-Fund-Dept-Program-Project-Account
 - c. Use the electronic check scanner to deposit funds and create either a Cash Deposit Form, or a Gift Transmittal Form (GTF) if the check is a gift
 - d. Prepare a journal entry to debit the University Bank account and credit the Department cost center
 - 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. Check is properly endorsed
 - iii. PS Journal and PS Cash Deposit Form totals match total of checks
4. **Department Business Administrator** (Elyse Davis) will Review/approve the Journal Entry in PS workflow, verifying:
 - a. The correct PS cost center and account code is used
 - b. Two individuals verified the deposit
 - c. Supporting documents are uploaded
5. **Department Reconciler** (Bernadette Williams):

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 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.