

Animal Care Operations Cash Handling Policy- FY19

The Animal Care Department will prepare and process cash/checks received in accordance with Animal Care's handling policies and procedures and MAPP policy 05.01.01. These policies include:

- Preparation of a journal to make deposits.
- Maintenance and use of a cash/check log.
- Maintenance and use of a pre-numbered, 3-part receipt book.
- Issuance of a receipt to each individual/business who submits cash/check.
- Use of authorized bank bags obtained by SFS 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 company/individual is not on the UH master list of bad checks.

Cash Handling Procedures

1. All checks will be received and processed by an authorized Department **Check Receiver**. The responsibility of the check receiver is to collect 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 (BAFMIS) to make sure the company/individual is not on the master list of bad checks.
 - b. Verify purpose of the deposit, appropriate cost center, and allowability. Verify appropriate back up documentation has been provided.
 - c. Endorse the check or money order as follows:

**For Deposit Only
University of Houston
Bus Unit-Fund-Dept-Program-Project-Account**

- d. Enter all checks received in the Cash/Check Log.
- e. Submit the checks, receipt, and all documentation to the Department **Check Depositor** (the person who will prepare the deposit and journal).

3. **Department Check Depositor** will:

- a. Compare the checks to the receipts.
- b. Complete a PeopleSoft Journal Entry and Cash Deposit Form.
- d. Update the Cash/Check Log with PS Journal # and Date of Deposit.
- e. Bring the deposit package to Check Receiver. Check Receiver and Check Depositor reconcile the deposit together to verify:
 - i. *Deposit Slip*: check numbers and amounts match checks.
 - 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.
- f. Upload documents to PS and submit journal in workflow. Scans or copies of checks and deposit slips (must block bank account and routing numbers)
- g. 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 (Division of Research)** will:

- a. Review/approve the Journal in PS workflow, verifying
 - i. the correct PS account code is used .
 - ii. two individuals verified the deposit.
 - iii. supporting documents are uploaded.
5. When the Departmental Approval is obtained, print out the journal showing Departmental Approval and paper-clip the journal to the Deposit Bag.
6. Prepare the Money Transmittal Form. Only one Deposit Bag can be listed per Money Transmittal Form. If multiple deposits are being submitted, separate Money Transmittal Forms must be used.
- a. For cash deposits (PeopleSoft Journal), contact UHPD to pick up and transmit the deposit. **(UHPD Deposit Request Schedule- Health & Biomedical Science Bldg.-call by 10:10am)**
 - b. Save deposit documents to internal Q drive. Redact routing and account information on check and deposit slip.

7. **Department Reconciler.**

On a monthly basis, the Department Deposit 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. Note: See Cash/Check Deposit Procedures- Desk Guide