

UNIVERSITY of **HOUSTON**

DIVISION of STUDENT AFFAIRS and ENROLLMENT SERVICES

**Registration and Academic Records  
Department  
(H0211)**



**Cash Handling Procedures for  
Duplicate Diplomas, Transcript and  
Veterans' Certification  
Fiscal Year 2015**

## **I. PURPOSE AND OVERVIEW**

The Registration and Academic Records Department receives and deposit funds paid for Duplicate Diplomas, Transcript and Veterans' Certification. Deposits are prepared daily 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.H.01.4 – Records Retention, and 03.F.04 – Cash Handling. All University RAR employees have a fiduciary responsibility to the University to handle cash properly. Procedures for the handling of cash receipts are designed to provide accountability for monies received in accordance with accepted standards of internal controls. All employees of RAR are responsible for complying with the policies and procedures described below.

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.

## **II. DEFINITION OF CASH**

Personal, business, bank, and cashier's checks; money orders; travelers' checks are received in the Office of the Registrar they are all U.S. currency.

## **III. POLICY STATEMENT**

A fee is charged for the following goods and services provided by the Office of Registration and Academic Records: Transcripts and Duplicate Diplomas.

In addition, monies may be received for:

- 1) VA Educational fees for travel expense for VA representatives from the UH campus and other miscellaneous purposes.
- 2) National Student Clearinghouse for third party to verify degrees for UH students.

National Student Clearinghouse may be contacted at:

Web: [www.studentclearinghouse.org](http://www.studentclearinghouse.org) or [www.degreeverify.com](http://www.degreeverify.com)

RAR Employees handling cash are subject to all provisions outlined herein based on MAPP 05.01.01 – Cash Handling. University positions with cash handling or fund custodial responsibilities are designated as security sensitive.

Cash is not to be accepted or disbursed by University employees unless that employee has been authorized by the Division Business Administrator to handle cash for a specified purpose. All employees authorized to handle cash must be certified annually. This certification is done by completing the online training for Cash Handling. RAR employees

can register for this course at the following website,  
<http://www.uh.edu/adminservices/training/financeonline.htm>.

When a University RAR employee receives cash, it is to be deposited promptly into the appropriate authorized University cost center. Retention of cash received from outside sources for use as petty cash or for making change is prohibited. Use of University cash funds or cash receipts for cashing checks is prohibited.

RAR Procedures for the handling of cash receipts are designed to provide accountability for monies received in accordance with accepted standards of internal controls. All employees of the Division are responsible for complying with the policies and procedures described herein. Failure to adhere to these policies and procedures may result in disciplinary action being taken against the employee.

All RAR employees have an obligation to report any suspected theft, fraud, embezzlement, or any other irregularity causing a loss of cash in accordance with SAM 01.C.04, Reporting/Investigating Fraudulent Acts. Employees who are aware of criminal activity and fail to report such may be subject to disciplinary action. Employees are required to cooperate with any police or audit investigation, and they may be requested to keep their knowledge of the investigation confidential.

#### **IV. RECEIVING CASH**

##### **Procedures – General**

Checks received for the follow:

- 1) Veterans' Services and miscellaneous other receipts are processed for deposit by the Coord, Financial 1, Enrollment Management Business office.
- 2) National Student Clearinghouse for third party to verify degrees for UH students.  
National Student Clearinghouse may be contacted at:  
Web: [www.studentclearinghouse.org](http://www.studentclearinghouse.org) or [www.degreeverify.com](http://www.degreeverify.com)

Transcripts are \$10.00 each. The charge may be paid by check, or money order, if the request is made by mail. If the requestor orders the transcript in person at Welcome Center and wishes to pay at that time, he/she will be referred to the Student Financial Services (Cashiers Counter) in Welcome Center where the payment is accepted and credited to the student's account. Otherwise, the requestor will be billed through the student billing system.

If the requestor orders the transcript online and wishes to pay at that time, he/she will be referred to the Student Financial Services where the payment is accepted and credited to the student's account. (Attachment C)

## On-line Transcript Request- In the Student Center

The image shows two screenshots of the 'Request Official Transcript' web form. The left screenshot shows the form with a sidebar menu and a 'Message' dialog box. The right screenshot shows the same form with the 'Message' dialog box open, displaying a charge of \$10 per copy.

Duplicate diplomas are \$25.00 per copy. The duplicate diploma charge must be paid by check, or money order either by mail or in person in the Welcome Center; he/she will be referred to the Student Financial Services (Cashiers Counter) prior to the processing of the duplicate diploma order form. (Attachment D)

## Student Receipt

Page 1 of 1

## Receipt

Attachment D

<b>Business Unit:</b>	00730	<b>Office:</b>	UHM	UH Cashiers Office	
<b>Business Date:</b>	08/03/2011	<b>Seq Nbr:</b>	39	<b>Receipt Nbr:</b>	115875
<b>Register:</b>	REG2	<b>Cashier:</b>	0788561	<b>Trans Date:</b>	08/03/2011
<b>Trans Type:</b>	Student Payment	<b>Status:</b>	Posted	<b>Change Due:</b>	\$0.00 USD
<b>Ref Nbr:</b>					
<b>ID:</b>	0125068	<b>Al-Jamal,Helmi</b>			
<b>Org ID:</b>					
<b>Target:</b>	CHECK	<b>Amount:</b>	\$50.00		
<b>Tender:</b>	CHECK	<b>Amount:</b>	\$50.00		
		<b>Total:</b>	\$50.00	USD	
		<b>Total Tax Included:</b>			

**Procedure for receipt and distribution of mail**

A weekly Records Processing schedule is prepared every Monday by the Records Analyst to show the rotating assignments of opening and distributing mail.

The Records Processing staff member assigned to mail distribution is responsible for picking up mail and documents in the following location:

- Incoming mail box in room 102 E. Cullen

## Procedures

The Records Processing unit staffs assigned will follow the next procedure for opening mail (**Attachment A**)

*Documents received by mail on an average (business days) total to 50 requests a day by mail.*

Open Mail - Documents received include transcript requests and duplicate diplomas order

- A. Date Stamp
- B. Distribute all mail that is not related to transcripts or diplomas to other department
- C. Staple the check, money order or cash to the front on the request form together with any other form(s), envelopes, etc.
- D. Document Payment Information at the Bottom of Transcript Request or (**Attachment A below**)
  1. Check Amount
  2. Check Number
  3. Processed By
  4. Third Party-name of company or individual requesting the transcripts
  5. No Funds-if student did not include payment with request



### Transcript Request



### Diploma Order

Transcripts are \$10.00 per requested copy. Transcript requests and payments are made online using the myUH Self-Service account by current and former students with enrollment in the myUH system. Former students whose last date of enrollment pre-dates the myUH system (effective Spring 2003) may bring this form in person to the Welcome Center or may mail this form, including payment, to our mailing address: **Registration & Academic Records, 102 E Cullen Bldg, Houston, TX 77204-2027.** Please include a check or money order payable to: University of Houston. The option to pick up a transcript in person is only available by submitting this form in person at the Welcome Center. If you have questions regarding transcripts, contact our customer service center at (832) 842-1000.

Please complete the following information, sign the form and mail to Registration & Academic Records, Room 102 E. Cullen Building, Houston, Texas 77204-2027, or submit in person to the Welcome Center Registration and Academic Records customer service counter.

A fee of \$25.00 for each additional diploma is required for the diploma order to be processed. Please include a check or money order payable to the University of Houston.

**\*\*Allow three to four weeks for delivery.**

Student Information	
myUH ID NUMBER	<input type="radio"/> Current Student <input type="radio"/> Former Student (last year attended _____)
LAST	FIRST MIDDLE
OTHER NAMES USED WHILE IN ATTENDANCE AT THE UNIVERSITY OF HOUSTON:	
CURRENT MAILING ADDRESS	
CITY	STATE ZIP CODE
DATE OF BIRTH	TELEPHONE NUMBER
EMAIL ADDRESS:	
Transcript Information	
Number of transcripts requested:	<input type="checkbox"/> Sealed <input type="checkbox"/> or Unsealed (circle one)
Delivery Information	
<input type="radio"/> Release to student in person at the Welcome Center (Only available if submitted in person.) <input type="radio"/> Mail to the following address: <input type="checkbox"/> Check here to use student's address above. <small>Transcripts will automatically be sent electronically if the recipient is listed as a partner on the network.</small>	
Signature	
Signature: _____	Date: _____

Student ID Number	Date of Birth	
Email Address	Phone Number	
Please indicate the quantity of diplomas requested with this form (\$25 per diploma): _____		
Name as listed on university records:		
First	Middle	Last
Name as it should appear on diploma (if different from university listing, attach proof of name change, i.e., copy of marriage license, divorce papers, court order, etc.)		
First	Middle	Last
Date of Graduation:	Semester:	Year:
Degree received	Honors (if any)	
College	Major	
Diploma Shipment Address:		
Student Signature (required) _____ Date: _____		

For Office Use Only		
Check/MO#:	Amount:	Processed by:
Check Date:	3rd Party:	3rd Party Name:

Please select reason for diploma order  
 Duplicate  Original Never Received  Original Lost/Damaged  Incorrect information on original  
 Other (explain) \_\_\_\_\_

State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 662.021 and 662.023 of the Government Code, you are entitled to receive and review the information; and (3) under sections 669.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.

RAR office use only: MSOD: \_\_\_\_\_ DODSD: \_\_\_\_\_

Comments: \_\_\_\_\_

- E. Sort-Decide which system the student records are in
  1. Write UHID or PeopleSoft ID on front of the check as applicable
  2. Indicate P, if PeopleSoft include PS#
  3. Indicate G, if Gertrude include HA# and PS# if available

**UNIVERSITY of HOUSTON** **Transcript Request**

REGISTRATION AND ACADEMIC RECORDS  
128 Welcome Center \* 102 E Cullen Bldg  
Houston TX 77204-2027 \* (832) 842-1010

Transcripts are \$10.00 per requested copy. Transcript requests and payments are made online using the myUH Self-Service account by current and former students with enrollment in the myUH system. Former students whose last date of enrollment pre-dates the myUH system (effective Spring 2000) may bring this form in person to the Welcome Center or may mail this form, including payment, to our mailing address:  
**Registration & Academic Records, 102 E Cullen Bldg, Houston, TX 77204-2027.** Please include a check or money order payable to: University of Houston. The option to pick up a transcript in person is only available by submitting this form in person at the Welcome Center. If you have questions regarding transcripts, contact our customer service center at (832) 842-1010.

<b>Student Information</b>			
myUH ID NUMBER: <input type="radio"/> Current Student <input checked="" type="radio"/> Former Student (Last year attended)			
LAST	FIRST	MIDDLE	
Robinson	David	McKinley	
OTHER NAMES USED WHILE IN ATTENDANCE AT THE UNIVERSITY OF HOUSTON:			
CURRENT MAILING ADDRESS: 8380 Jill Brenda Ct. 2013 JUL 25			
CITY	STATE	ZIP CODE	REGISTRATION AND ACADEMIC RECORDS
Manassas	VA	20112	
DATE OF BIRTH	TELEPHONE NUMBER		
03/27/1951	(703) 994-8810		
EMAIL ADDRESS:			
<b>Transcript Information</b>			
Number of transcripts requested: 1 <input checked="" type="radio"/> Sealed <input type="radio"/> or <input type="radio"/> Unsealed (circle one)			
<b>Delivery Information</b>			
<input type="radio"/> Release to student in person at the Welcome Center (Only available if submitted in person.)			
<input checked="" type="radio"/> Mail to the following address: <input type="radio"/> Check here to use student's address above.			
Transcripts will automatically be sent electronically if the recipient is listed as a partner on the network.			
Northern Virginia Community College Arts, Communications and Humanities (Rm 402) ATTN: GEORGETTE S. HARRIS 15200 Neabsco Mills Rd. Woodbridge, VA 22191			
<b>Signature</b>			
Signature: David Robinson		Date: 7-21-13	

<b>For Office Use Only</b>			
Check/MOI#	Amount	Processed by	
7-21-13	10.00	L. HAGLER	
Check Date	3rd Party	3rd Party Name	

State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.017 and 552.013 of the Government Code, you are entitled to receive and review the information; and (3) under sections 552.014 of the Government Code, you are entitled to have the University correct information about you that is incorrect.

**UNIVERSITY of HOUSTON** **Diploma Order**

A CARNEGIE-DESIGNATED TIER ONE PUBLIC RESEARCH UNIVERSITY

Please complete the following information, sign the form and mail to Registration & Academic Records, Room 102 E. Cullen Building, Houston, Texas 77204-2027, or submit in person to the Welcome Center Registration and Academic Records customer service counter.

A fee of \$25.00 for each additional diploma is required for the diploma order to be processed. Please include a check or money order payable to the University of Houston.

\*\*Allow three to four weeks for delivery

Student ID Number: 0044576 Date of Birth: 1/23/1985  
Email Address: Johnsmith@uh.edu Phone Number: 832-945-3248  
Please indicate the quantity of diplomas requested with this form (\$25 per diploma): 1

Name as listed on university records:  
First: John Middle: Evan Last: Smith

Name as it should appear on diploma (if different from university listing, attach proof of name change, i.e., copy of marriage license, divorce papers, court order, etc.):  
First: John Middle: Evan Last: Smith

Date of Graduation: 08/23/2005 Semester: Summer Year: 2005

Degree received: BBA Honors (if any): Cum Laude

College: Business Major: Marketing

Diploma Shipment Address: 102 E Cullen  
Houston, Tx, 77024

Student Signature (required): [Signature] Date: 07/20/2013

Please select reason for diploma order:  
 Duplicate  Original Never Received  Original Lost/Damaged  Incorrect information on original  Other (explain):

State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.017 and 552.013 of the Government Code, you are entitled to receive and review the information; and (3) under sections 552.014 of the Government Code, you are entitled to have the University correct information about you that is incorrect.

RAR office use only: MSOD	DOSD:
Comments: Chk # 11387	Amount: \$25.00

RAR 6/2013

- A. Each time cash is received, an acceptable form of receipt must be used. An acceptable receipt may be:
1. Uniquely and consecutively pre-numbered receipts, with a duplicate copy maintained as a cash receipts log
  2. Dated cash log
  3. Pre-numbered tickets
  4. Cash register tapes
  5. Other documentation
- Note – an exception to this requirement would be small amounts of coins accepted for copy charges

- B. Acceptable forms of Payment are
1. Currency – Departments are encouraged to accept payments only in US funds
  2. Checks and Money Orders
    - a. Must be made payable to the “University of Houston”
    - b. Must be restrictively endorsed “For Deposit Only” immediately upon receipt
    - c. Must include cost center for deposit as part of the restrictive endorsement
    - d. Acceptance of checks require a valid driver’s license or other identification (if the individual writing the check does not have a driver’s license, a valid governmental picture I.D., such as an I.D. issued by a state department of public safety, or a passport, may be accepted as identification)
- C. Safeguarding Cash – Checks, money orders, and currency, must be physically safeguarded and securely stored until delivered to Student Financial Services (SFS), Treasurer’s Office, or Donor and Alumni Records.
1. Locked filing cabinets, locked drawers, or vault are acceptable storage mechanisms

## V. DEPOSITING CASH

The following process is forwarded to Records Processing unit staffs assigned to prepare spreadsheet for the week: (**Attachment B**)

- Checks will be made out to "University of Houston" and restrictively endorsed with "for deposit only" and the department name and/or cost center immediately upon receipt.
- All monies received are secured in the locked closet behind the Records Analyst desk.

### ***SPREADSHEET/DEPOSIT MUST BE SUBMITTED DAILY.***

***\*\*When the total of funds reaches \$100 or more by the end of the day or at the latest, a deposit will be prepared and made the following morning.***

**Prepare spreadsheet listing the following columns:**

- A. Date of deposit**
- B. Date of Check/Date Check Received**
- C. First and Last Name of Student-Note –list former name if different than name on the check**
- D. UH ID or PeopleSoft ID**
- E. Amount of check (Cash payment should be entered on the spreadsheet the same as checks)**
- F. Spreadsheet must be totaled ( Calculator tapes are run for the Monies received)**
- G. Make one copy of each check (PS/HA)**
- H. Place your initials at the bottom on the spreadsheet**



- I. Save a copy each spreadsheet on “R” drive. File name should contain the date as shown: AUG 15 PSID CHECKS (your initials) or AUG 15 UHID CHECKS (your initials).
- J. A second Records Processing staff will audit the spreadsheet to verify all information is accurate and make deposit.

Attachment B REVIEWED BY \_\_\_\_\_

TRANSCRIPTS CHECKS  
SPREADSHEET

YR 2011 POSTED	Date of Ch	Date Check Received	CHECK/MO #	LAST NAME	FIRST NAME	FORMER NAME	PS ID/UH ID	AMOUNT OF CHECK	Third Party

NOV 10 PSID CHECKS MB

The following process is forwarded to Records Processing unit staffs who are assigned to prepare deposit for the week: :( Attachment B, E, G1 and G3)

- K. Reference Spread Sheet prepared for daily deposit
- L. HA check removed the bank routing and account number prior to the documents being uploaded to PeopleSoft
- M. Make copies of spreadsheet two PS copies one copy for S F S and one for our record HA spreadsheet make one copy for Financial Assistant 2 in the Business Services, Enrollment Management office
- N. Attach adding machine tape listing all checks total. Note: For check that for multiple students, enter each amount (student) separately.
- O. Place your initials on top right hand corner of spreadsheet as indicated
- P. Prepare deposit slip,(All check must be list individually on deposit tickets) transmittal slip, bag(confirmation strip from the deposit bag is retained with other deposit documentation) UH Cash Deposit Form, and Spreadsheet(Attachment B.E, and G1)
- Q. Deposit slip and detailed tape scan to your file and email it as an attachment along with the spreadsheet from the R-Drive to the Student Financial Services department. (cash and check can be deposited using the same tamper-proof bag)
- R. Upon receipt of the confirmation page of payments from Student Financial Services request pick up by the University of Houston Police (UHPD) via their web page at <http://uh.edu/police/transfers.html> for an officer to pick up the deposit.



- S. Upon receipt the University of Houston Police signs the Money Transmittal form as received and returns the white copies of the form to the Records Processing staff. (Attachment G and Attachment G-3)

Attachment B REVIEWED BY LC

TRANSCRIPTS CHECKS  
SPREADSHEET

YR 2011 POSTED	Date of Ch	Date Check Received	CHECK/MO #	LAST NAME	FIRST NAME	FORMER NAME	PS ID/UH ID	AMOUNT OF CHECK	Third Party

NOV 10 PSID CHECKS MB

ATTACHMENT B

UNIVERSITY OF HOUSTON  
OFFICE OF REGISTRATION & ACADEMIC RECORDS #1968  
P. O. BOX 888  
HOUSTON, TX 77001-0888

Bank of America

TR (548740105)  
Do Not Use for  
Pre-encoded Items

TOTAL \$

Attachment G

UNIVERSITY of HOUSTON MONEY TRANSMITTAL

UNIVERSITY OF HOUSTON  
founded 1927

Nº 1867 12

BAG NUMBER \_\_\_\_\_

DATE \_\_\_\_\_

OFFICE	NO. OF ITEMS	SAID TO CONTAIN	PREPARED/RECEIVED	UHS	TIME
From		\$			
To		\$			
From		\$			
To		\$			

Attachment G-3

CRACLE

Favorites | Main Menu > Student Financials > Charges and Payments > Group Processing > Create Group Data Entries

Group Entry | Group Line Entry

Business Unit: 00730 Group ID: 00000000035254

\*Group Type: External File Load  Create New Charge Item \*Accounting Date: 04/03/2013

\*Origin ID: SFS SFS \*Received: 04/03/2013

Original Group ID: Original Group ID: \*Entry Date: 04/03/2013

Control Totals

Balance Group:	<input checked="" type="checkbox"/>		
Control Total:	650.00	USD	38
Entered Total:	650.00		38
Difference:	0.00		0
Posted Total:	650.00	04/03/2013	38

Operator: 0088566

Assign To:

Display Option

Range in DB:	1 to	38
Display:	1 to	38
Total in DB:	38	

Effective Status

Edit Status: Deposit Balance: \*Posting Action: Posting Status: Process Instance:

Edited Balanced Posted Balance

Save Return to Search Notify Add Update/Display

A PeopleSoft Journal Entry covering the total of the payment is prepared using cost centers as follow. See Attachment D for an example of a journal entry.

Header BU: 00730 University of Houston System Run Date: 03/15/2011  
 Fiscal Year: 2011 JOURNAL ENTRY DETAIL Run Time: 12:45:11  
 Acctg Period: 7

Journal ID: 0002072850 Reversal: None Ledger Group: ACTUALS  
 Date: 03/15/2011 Reversal Date: Created By: 0085305 Galvan,Celia I  
 Source: ACA Budget Adjust Type: Actuals Post Date:

Header Ref: 05187886 Edit / Hdr Status: Valid BCM Status: Valid  
 Description: H0211 Transcript Cash CG 3-15-11 BCM Bypass: N

Line #	Account	Line BU	Fund	DeptId	Prog	Bdgt Ref.	Project	Line Ref	Chart1	Line Description	Amount
1	40719	00730	2080	H0211	00259	BP2011	NA			UG-UH-TRANSCRIPT FEE	-150.00
2	10510	00730	BANK			BP2011				H0211 cg 3-15-11	150.00
3	10100	00730	2080			BP2011				CLAIM ON CASH	150.00
4	10100	00730	BANK			BP2011				CLAIM ON CASH	-150.00

Totals for Journal: 0002072850 Total Lines: 4 Total Base Debits: 300.00 Total Base Credits: 300.00

Signatures \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PS Approval:  
 Created By: 0085305 Galvan,Celia I Date Printed: 03/15/2011 Jnl. Dt.: 03/15/2011

Step	Status	Date Timestamp	User ID	Name
0	I	03/15/2011 12:27 PM	0085305	Galvan,Celia I
01	A	03/15/2011 12:38 PM	0091977	Roch,Paul M
02	P	03/15/2011 12:27 PM		
03	P	03/15/2011 12:27 PM		

Comments  
 03-15-11 12:27 PM : Dept/Coll/Div - Stu Fin - Accounting Office : Approve : Galvan,Celia I:  
 03-15-11 12:38 PM : Dept/Coll/Div - Stu Fin - Accounting Office : Approve : Roch,Paul M:

- A. Header Reference numbers are sequential numbers maintained separately by the Records Processing Staff
- B. The preparer enters her name in the format assigned by People Soft in the "Created By" field
- C. Records Associate 2 / Records Assistant complete Journal Entries as follows:

Duplicate Diploma payments are entered on the Journal to the following cost center:

Bus Un Program	Speed type	Acct	Fund	DeptID	
00730	51180	40720	2170	H0211	E0259

The next line indicates the total amount to the bank.

NOTE: Credit amount must match the total debit amount.

- D. Records Associate 2 / Records Assistant complete Journal Entries as follows:

Payment for HA (former student) transcripts that are not entered into the PS system\* are deposited to the following cost center:

Bus Un Program	Speed type	Acct	Fund	DeptID	
00730	51180	40719	2170	H0211	E0259

\*As described above.

Department Business Administrator in the Business Services, Enrollment Management office completes Journal Entries as follows:

Payments for veterans' services, reimbursements, or other services are deposited to the following cost center:

Bus Un Program	Speed type	Acct	Fund	DeptID	
00730	51180	43645	2170	H0211	E0259

One original journal with certifying signatures is required by the Vault for making cash deposits, and one copy of the journal

The original journal (which will be forwarded to Accounts Payable for entry into PeopleSoft) must have, at a minimum, as back-up: a copy of the deposit slip which is taped to a letter-sized sheet of paper or copied on a letter-sized sheet stapled to it in the upper left-hand corner.

No additional back-up documents are required to be attached to the original journal by the Provost's Office, the Vault, or Accounts Payable. (Additional back-up may be provided – a copy of all related checks, a copy of receipts for currency.)

Deposit slips are prepared and funds placed in tamper-proof plastic deposit bags as follows:

- Deposit slips (Attachment E) and tamper-proof deposit bags are maintained by the Records Processing Unit.
- Along with the journal Cash Deposit Summer form, Transmittal form, and Cash Deposit Summary (Attachment F, G-1,G-2) need to be filled out and send with Deposit when an officer to pick up the deposit.

As required by the bank and Student Financial Services:

- An original goes into the plastic bag with the checks.
- One is clipped to the journal copy and goes to the Vault with the deposit.
- One is taped to an 8 ½ x 11 piece of paper and goes with the original journal to the Vault (to be forwarded to Accounts Payable).
- The final copy is maintained with the departmental records.

#### Deposit with Vault

- Checks and currency with the tapes wrapped around them are separated; checks go into the bottom of the tamper-resistant plastic deposit bag; currency goes in the top.
- The original deposit slip is inserted into the deposit bag, and it is secured.
- A Money Transmittal form is prepared. (Attachment G)

- The following deposit documents are clipped together and hand carried with the secured bank deposit bag to the Student Financial Services Vault Clerk:
  - All four copies of the completed Money Transmittal form
  - One original People Soft journal, with certification signatures, and one copy of the certified journal with back-up as specified above
  - One copy of the bank deposit form

Upon receipt the Vault Clerk signs the Money Transmittal form as received and returns the white and pink copies of the form to the person delivering the deposit.

#### Posting to students' accounts

Copies of the Monies Received forms (covering monies received for Transcripts and Duplicate Diplomas), with a copy of the journal posting the monies to PeopleSoft attached, and are provided to the Student Financial Services Financial Assistant/Posting Clerk for posting the payments to the students' accounts in the student financial system.

#### Maintaining files of cash deposits

Copies of all transactions—journals, deposit slips, checks, receipts are maintained with the plastic strip indicating the number of the bank bag in the separate files of those making the deposits – Records Processing Unit in the Registrar's Office.

- A. Deposit Procedures for Off- Site Locations
  - University departments physically located away from central campus may arrange for transportation and deposit of cash receipts directly to the University's depository institution. Such arrangements require advance written approval by the responsible College of Division Business Manager and the Director of General Accounting or their designees.
- B. All petty cash and change funds must be balanced at least monthly. (RAR does not handle Petty Cash).

### **VI. RETAINING DEPOSIT DOCUMENTS**

- A. RAR Department must retain copies of reconciled cash register activity logs, checks, the Deposit Bag Confirmation Strip, credit card documentation, and individual invoices or receipts with departmental records for six months for audit purposes.
- B. RAR Departmental Cost Center transactions shall be verified monthly. All discrepancies must be cleared when identified and department financial records corrected in accordance with UH System Administration policy 03.F.04 – Cash Handling.

## **VII. OVERAGES AND SHORTAGES**

### **Not Applicable for Registration and Academic Records**

- A. Overages and Shortages of less than \$20 on cash receipts are recorded to the departmental cost center on the deposit journal using account 50015.
- B. Departments must maintain a log of all overages/shortages which is recorded on Addendum D, Overage/Shortage Report Form (<http://www.uh.edu/finance/pages/References.htm>).
- C. Individual overages/shortages of \$20 or more, or annual cumulative overages/shortages of \$40 or more, must be immediately reported to General Accounting and the Treasurer's Office. Departments with large cash handling operations may be permitted larger overage/shortage allowances with permission from the Treasurer. The Treasurer will provide the names of these units/departments to Internal Auditing.

## **VIII. OTHER CASH PROCEDURES**

- A. Found monies are immediately turned over to the UH DPS.
- B. Unidentified deposits (those where the purpose and recipient of the payment cannot be identified, including gifts) are referred to the Treasurer's Office for research and deposit to the University's depository institution and recording in the unidentified receipts cost center. The Treasurer's Office and the submitting department will research the source of funds to determine the appropriate cost center for the ultimate receipt of funds.

## **IX. GIFTS**

- A. Endowed gifts (check, cash, negotiable stocks or bonds) received by a department should be forwarded to the Treasurer's Office with a Gift Transmittal Form (GTF) and other documentation within one working day of receipts. The GTF must include a certifying signature which indicates the approval of the funds deposited into a cost center that has been established with any applicable funding source restrictions. The Treasurer's Office will deposit the gift and forward the GTF and documentation to Donor and Alumni Records.
- B. Non-Endowed gifts are sent to Donor & Alumni Records with a Gift Transmittal Form (GTF) and other documentation, including one check copy, within one working day of receipt. The GTF must include a certifying signature indicating that the funds are being deposited into a cost center in accordance with any applicable funding source restrictions.
- C. Gift Transmittal Forms are found at <http://www.uh.edu/finance/pages/forms.htm>.

## **X. PETTY CASH AND CHANGE FUNDS**

### **Not Applicable for Registration and Academic Records**

Petty Cash funds are for reimbursement of purchases of less than \$100 where circumstances preclude following regular payment and reimbursement processes. Expenses have the same restrictions as the budget cost center, and additional restrictions on use apply. The maximum allowable amount for a petty cash fund will be \$500. In extraordinary circumstances, exceptions may be considered and approved by the Treasurer.

Change funds are established for the purpose of conducting sales or service transactions, and are usually set up to support services such as copy machines or service transactions. Under certain circumstances, a change fund for a short-term operation may be required, and may be approved by the Treasurer's Office if: 1) the request involves an amount of \$1,000 or less in denominations that can be accommodated by the vault for a period of less than three working days; and 2) regular fund request procedures are followed. Temporary change funds must be returned to the Treasury with a General Ledger journal within three working days.

Departments authorized and approved for Petty Cash and Change Funds are subject to unannounced review by the University's Accounting Department in accordance with the University of Houston System policy SAM 03.F.04, Cash Handling. Unannounced reviews are conducted throughout the fiscal year. The objective of such a review is to determine whether the cash fund custodian has safeguarded and maintained accountability over the fund in accordance with system and campus cash handling policies. The department must complete the Addendum A "Request for Establishment or Modification of Cash Fund Acknowledgement of Receipt of Funds and or Cash Policies and Procedures" form annually located at the following website: <http://www.uh.edu/finance/pages/References.htm>. Any changes to a cash fund's physical location, custodian, amount or security must be reported immediately to Treasury, General Accounting and the University Police Department.

## **XI. REQUEST TO ESTABLISH OR MODIFY A PETTY CASH OR CHANGE FUND**

### **Not Applicable for Registration and Academic Records**

- A. Requests for Petty Cash or Change Funds are submitted to the Treasurer's Office must include:
1. Completed "Request for Establishment or Modification of Cash Fund/Acknowledgement of Receipt of Funds and/or Cash Policies and Procedures" form (Addendum A of MAPP 05.01.01, linked at a. <http://www.uh.edu/finance/pages/References.htm>).
  2. A justification memo, including the following information:
  3. Detailed explanation of the need for a cash fund.
  4. Justification for the infeasibility of alternative methods of procurement.
  5. Estimated activity level.
  6. Name of proposed fund custodian.
  7. Description of safeguarding methods.



- B. The form and justification memo must be approved by the College/Division Business Administrator, who is ultimately accountable for proper use, safeguarding, and documentation of the fund.
- C. Proof that the new fund custodian has completed online Petty Cash and Change Fund training prior to the submission of the request.
- D. The Treasurer's Office will review the request and approve or deny based on the individual facts and circumstances. A copy of the Request for Establishment form will be returned to the requesting individual indicating approval or denial, and will also be forwarded to General Accounting or Student Financial Services (temporary change funds).
  - 1. If the Request is approved, the department will submit a journal via workflow to General Accounting for approval with the following information:
    - a. Journal date equal to the current date.
    - b. Journal description; indicate the purpose of the journal (I.E., "Short-term change fund for Department X seminar with John Doe as fund custodian). Request that General Accounting notify Cashier when journal is approved.
      - 1. Amount equal to approved petty cash or change fund amount.
      - 2. Charge account 10102 (petty cash) or 10103 (change fund) and departments local fund cost center.
      - 3. Credit account 10106 Student Financial Service local cost center 730 3057 H0167 I0391.
    - c. Scan and upload Addendum A approved by Treasury and justification memo as backup documentation.
    - d. Fund custodian signs the journal. Someone other than the fund custodian must approve the journal in workflow as the Department Approver.
    - e. Department Approver submits journal into workflow, path 2, to General Accounting for approval.
    - f. General Accounting reviews the journal for approval, accuracy and appropriate documentation. If the journal requires correction or additional documentation, it is returned to the originating department.
    - g. General Accounting notifies the Cashier of approval.
    - h. After approval by General Accounting the department sends a copy of the approved journal to Treasury and the Cashier.
    - i. Departmental custodian contacts Cashier, who prepares cash denominations as specified by the custodian. Cashier requires 24 hours advance notice for funds \$2000 and greater.
    - j. Cashier contacts UH Police to deliver the fund. Cashier notifies the custodian to expect delivery of the fund by UH Police.
    - k. Custodian must provide appropriate identification at time of delivery.
    - l.

## **XII. REPLENISHMENT OF PETTY CASH FUND**

**Not Applicable for Registration and Academic Records**

- A. Change Funds are not replenished.
- B. Petty Cash Funds with permitted transactions are replenished via journal.
- C. An employee who has expended personal funds where circumstances preclude following normal procurement processes should seek reimbursement through Accounts Payable on a voucher. If an approved departmental Petty Cash Fund exists, the employee may be reimbursed by the custodian from the departmental cash fund.
- D. Transactions must meet all of the following requirements to be reimbursed via Petty Cash Funds:
  - 1. Purchase is under \$100, including sales tax.
  - 2. Purchase occurred within 30 days prior to the date of reimbursement.
  - 3. Purchase was made with cash or a personal check.
  - 4. Purchase is not a prohibited transaction. Prohibited transactions include:
    - a. Travel expenses (exception: university police officers required to transport prisoners on short notice).
    - b. Reimbursements for meals, alcoholic beverages, or tickets to social, cultural, or athletic events.
    - c. Payments for honorariums or personal services, including consulting and professional services.
    - d. Sales tax reimbursement from sponsored project funds (sales tax may be reimbursed via Petty Cash when other funds are used).
    - e. Transactions split between two or more receipts to stay under the \$100 limit.
    - f. Single receipts split between Petty Cash and a voucher for reimbursement.
  - 5. Purchases are supported by a proper receipt. Receipts must provide, at minimum, the following:
    - a. Company name and address
    - b. Date of purchase
    - c. Itemized listing or description of the item(s) purchased
    - d. Price of items purchased
  - 6. Acceptable receipts for Petty Cash Fund reimbursement are:
    - a. Original, numbered receipts with imprinted company name
    - b. Generic forms or computer-generated receipts
    - c. C.O.D charge lists if they are stamped or written "Paid" and signed by the individual delivering the item(s)
    - d. Register tape from cash registers that have the company's name and date of purchase printed and additional required information is provided by the employees seeing reimbursement
    - e. In cases where an original receipt may not be available, a copy certified by the individual submitting the request as a valid receipt that has not been previously reimbursed may be submitted for reimbursement via purchase voucher through Accounts Payable.
- E. The department will submit a journal via workflow to General Accounting for approval with the following information:
  - 1. Journal date equal to the current date.

2. Journal description; indicate the purpose of the journal (I.E., “Replenish Petty Cash Fund, Payroll Department”). Request that General Accounting notify Cashier when journal is approved.
3. Amount equal to approved petty cash or change fund amount.
4. Charge appropriate expense accounts in department’s local fund cost center.
5. Credit account 10106 Student Financial Service local cost center 730 3057 H0167 I0391.
6. Scan and upload original receipts as backup documentation.
7. Fund custodian signs the journal. Someone other than the fund custodian must approve the journal in workflow as the Department Approver.
8. Department Approver submits journal into workflow, path 2, to General Accounting for approval.
9. General Accounting reviews the journal for approval, accuracy and appropriate documentation. If the journal requires correction or additional documentation, it is returned to the originating department.
  - a. General Accounting will request review by Accounts Payable to confirm allowable expenses.
10. General Accounting notifies the Cashier of approval.
11. After approval by General Accounting the department sends a copy of the approved journal to Treasury and the Cashier.
12. Departmental custodian contacts Cashier and the Cashier prepares cash denominations as specified by the custodian. Cashier requires 24 hours advance notice for funds \$2000 and greater.
13. Cashier contacts UH Police to deliver the fund. Cashier notifies the custodian to expect delivery of the fund by UH Police.
14. Custodian must provide appropriate identification at time of delivery.

### **XIII. ANNUAL REVIEW AND REAUTHORIZATION OF PETTY CASH AND CHANGE FUNDS**

#### **Not Applicable for Registration and Academic Records**

No later than July of each year, General Accounting will send a renewal reminder to

- A. all departmental cash fund custodians of record.
- B. The fund custodian will submit the following to the Treasurer’s Office by the due date specified in the renewal reminder:
  1. Addendum A, requesting reauthorization, modification, or close of the fund for the new fiscal year.
  2. Copies of the monthly overage/shortage report (or indication that there were no overages/shortages).
  3. A copy of the most recent review/audit report (or indication that none occurred).
- C. Reauthorization will be subject to the review of these documents, evaluation of prior management of the cash fund, and evaluation of the department’s continued need to use the fund.

- D. If fund renewal is approved, the fund custodian will be required to complete required online training.

**XIV. CLOSING A DEPARTMENTAL PETTY CASH OR CHANGE FUND**

**Not Applicable for Registration and Academic Records**

- A. When a department determines that its cash fund is no longer required, the department should:
1. Submit a replenishment voucher to bring petty cash funds up to their authorized level.
  2. Complete Addendum A of MAPP 05.01.01.
  3. Prepare a journal entry to record the deposit and route the deposit to Student Financial Services.
  4. Send a copy of the journal entry to deposit the petty cash or change fund and a copy of the completed Addendum A of MAPP 05.01.01 to the Treasurer's Office. The Treasurer's Office will notify General Accounting that the fund has been closed.

**SEE REFERENCE ATTACHMENT:**

ATTACHMENT G-2

DeptID:		Dept Name:	
Bag #:		Journal ID:	
<b><u>CASH</u></b>			
<b><i>Currency:</i></b>		<b>Extended Total</b>	
x \$100 Bills	0.00		
x \$50 Bills	0.00		
x \$20 Bills	0.00		
x \$10 Bills	0.00		
x \$5 Bills	0.00		
x \$2 Bills	0.00		
x \$1 Bills	0.00	Currency Total	\$0.00
<b><i>Rolled Coins:</i></b>			
Quarters (\$10)	0.00		
Dimes (\$5)	0.00		
Nickels (\$2)	0.00		
Pennies (\$0.50)	0.00	Rolled Coins Total	\$0.00
<b><i>Loose Coins:</i></b>			
Dollars (\$1)	0.00		
Halves (\$0.50)	0.00		
Quarters (\$0.25)	0.00		
Dimes (\$0.10)	0.00		
Nickels (\$0.05)	0.00		
Pennies (\$0.01)	0.00	Loose Coins Total	\$0.00
<b>Total Cash</b>			\$0.00
DeptID:		Dept Name:	
Bag #:		Journal ID:	

University of Houston  
Cash Deposit Summary Form

DeptID: \_\_\_\_\_ Dept Name: \_\_\_\_\_

Bag #: \_\_\_\_\_ Journal ID: \_\_\_\_\_

**CHECKS**

	<i>Check #</i>	<i>Check Date</i>	<i>Date Check Received</i>	<i>Name</i>	<i>Description</i>	<i>Amount</i>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

**Total Checks** \_\_\_\_\_


**Total Deposit Amount** \_\_\_\_\_

I certify that I independently verified that the amount of the currency and checks placed in the deposit bag matches the amount above.

\_\_\_\_\_  
Name of 1st Authorized Person                      Signature                      Date

\_\_\_\_\_  
Name of 2nd Authorized Person                      Signature                      Date

Revised 03/2011

 <b>Header BU:</b> 00730 <b>Fiscal Year:</b> 2011 <b>Acctg Period:</b> 7	<b>University of Houston System</b> <b>JOURNAL ENTRY DETAIL</b>	<b>Run Date:</b> 03/15/2011 <b>Run Time:</b> 12:45:11
---	--	--

**Journal ID:** 0002072850      **Reversal:** None      **Ledger Group:** ACTUALS  
**Date:** 03/15/2011      **Reversal Date:**      **Created By:** 0085305 Galvan,Celia I  
**Source:** ACA      **Budget Adjust Type:** Actuals Post Date:

**Header Ref:** 05187886      **Edit / Hdr Status:** Valid      **BCM Status:** Valid  
**Description:** H0211 Transcript Cash CG 3-15-11      **BCM Bypass:** N

Line #	Account	Line BU	Fund	DeptId	Prog	Bdgt Ref.	Project	Line Ref	Chart	Line Description	Amount
1	40719	00730	2080	H0211	ED259	BP2011	NA			UH-TH-TRANSCRIPT FEE	-150.00
2	10510	00730	BANK			BP2011				H0211 cg 3-15-11	150.00
3	10100	00730	2080			BP2011				CLAIM ON CASH	150.00
4	10100	00730	BANK			BP2011				CLAIM ON CASH	-150.00

**Totals for Journal:** 0002072850      **Total Lines:** 4      **Total Base Debits:** 300.00      **Total Base Credits:** 300.00

**Signatures** \_\_\_\_\_ **Date** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**PS Approval:** \_\_\_\_\_  
**Created By:** 0085305 Galvan,Celia I      **Date Printed:** 03/15/2011      **Jrnl. Dt.:** 03/15/2011

Step	Status	Date Timestamp	User ID	Name
0	I	03/15/2011 12:27 PM	0085305	Galvan,Celia I
01	A	03/15/2011 12:38 PM	0091977	Roch,Paul M
02	P	03/15/2011 12:27 PM		
03	P	03/15/2011 12:27 PM		

**Comments**  
 03-15-11 12:27 PM : Dept/Coll/Div - Stu Fin - Accounting Office : Approve : Galvan,Celia I:  
 03-15-11 12:38 PM : Dept/Coll/Div - Stu Fin - Accounting Office : Approve : Roch,Paul M:

Attachment G

**UNIVERSITY of HOUSTON**

**MONEY TRANSMITTAL**



**No 186712**

**BAG NUMBER** \_\_\_\_\_  
**DATE** \_\_\_\_\_

OFFICE	NO. OF ITEMS	SAID TO CONTAIN	PREPARED/RECEIVED	UHS	TIME
From		\$			
To		\$			
From		\$			
To		\$			

Attachment C

On-line Transcript Request- In the Student Center



UNIVERSITY of  
**HOUSTON**

REGISTRATION AND ACADEMIC RECORDS

128 Welcome Center • 102 E Cullen Bldg  
Houston TX 77204-2027 • (832) 842-1010

# Transcript Request

Transcripts are \$10.00 per requested copy. Transcript requests and payments are made online using the myUH Self-Service account by current and former students with enrollment in the myUH system. Former students whose last date of enrollment pre-dates the myUH system (effective Spring 2000) may bring this form in person to the Welcome Center or may mail this form, including payment, to our mailing address: **Registration & Academic Records, 102 E Cullen Bldg, Houston, TX 77204-2027**. Please include a check or money order payable to: University of Houston. The option to pick up a transcript in person is only available by submitting this form in person at the Welcome Center. If you have questions regarding transcripts, contact our customer service center at (832) 842-1010.

Student Information		
myUH ID NUMBER	<input type="radio"/> Current Student <input type="radio"/> Former Student (Last year attended _____)	
LAST	FIRST	MIDDLE
OTHER NAMES USED WHILE IN ATTENDANCE AT THE UNIVERSITY OF HOUSTON:		
CURRENT MAILING ADDRESS		
CITY	STATE	ZIP CODE
DATE OF BIRTH	TELEPHONE NUMBER	
/ /	( ) -	
EMAIL ADDRESS:		
Transcript Information		
Number of transcripts requested:	_____	Sealed or Unsealed <i>(circle one)</i>
Delivery Information		
<input type="radio"/> Release to student in person at the Welcome Center (Only available if submitted in person.) <input type="radio"/> Mail to the following address: <input type="radio"/> Check here to use student's address above. <i>Transcripts will automatically be sent electronically if the recipient is listed as a partner on the network.</i>		
_____		
_____		
_____		
Signature		
Signature: _____		Date: _____

For Office Use Only		
Check/MO#:	Amount:	Processed by:
Check Date:	3rd Party:	3rd Party Name:

State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 553.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.



Diploma Order

Please complete the following information, sign the form and mail to Registration & Academic Records, Room 102 E. Cullen Building, Houston, Texas 77204-2027, or submit in person to the Welcome Center Registration and Academic Records customer service counter.

A fee of \$25.00 for each additional diploma is required for the diploma order to be processed. Please include a check or money order payable to the University of Houston.

\*\*Allow three to four weeks for delivery.

Student ID Number, Date of Birth, Email Address, Phone Number, Please indicate the quantity of diplomas requested with this form (\$25 per diploma):

Name as listed on university records: First, Middle, Last

Name as it should appear on diploma (if different from university listing, attach proof of name change, i.e., copy of marriage license, divorce papers, court order, etc.)

First, Middle, Last

Date of Graduation, Semester, Year

Degree received, Honors (if any)

College, Major

Diploma Shipment Address:

Student Signature (required), Date:

Please select reason for diploma order: Duplicate, Original Never Received, Original Lost/Damaged, Incorrect information on original, Other (explain)

State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 662.021 and 662.023 of the Government Code, you are entitled to receive and review the information; and (3) under sections 669.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.

RAR office use only: MSOD, DODSD, Comments: