

# Donor and Alumni Records Work Instructions

## Gift/Cash Handling Procedures

### PURPOSE

For purposes of deposit and recording, the gifts received by Donor and Alumni Records (DAR) must be separated according to the entity that will deposit the gift(s) as well as by currency type.

### OVERVIEW

This document describes the separation and handling of gifts by check or cash.

### REQUIREMENTS

*Advance* gift entry training

#### Rules

All gifts are processed in the Cash Room beginning at 8:30 a.m. every morning. It is required for two people to remain in the Cash Room at all times while processing gifts.

### HOW-TOS

Begin by opening all envelopes with the electronic letter opener. Each gift that is received must be stamped with the date/time machine. When stamping the gift, place the stamp within the blank area so it does not interfere with information on the Gift Transmittal Form (GTF)/document. Retain all of the empty envelopes for shredding. The only time envelopes will be retained is after the Christmas break.

Take note of the following while making a DB batch:

- University of Houston Foundation (UHF), University of Houston-Clear Lake (UHCL), University of Houston-Downtown (UHD), University of Houston-Victoria (UHV), or University of Houston (UH) Law Foundation, gifts will be mailed/delivered to the organization for deposit.
- Verify that the gift has an allocation. If the gift also requires an appeal code, display it on the gift documentation. **Note:** Not all gifts will have an appeal code.
  - Without an allocation and/or appeal code, the gift cannot be processed until information is provided from the appropriate college/department.
  - Notify the appropriate college/department that the allocation and/or appeal code is missing. If the donor has previously donated to the University, review that donor's giving summary in *Advance* in order to possibly determine this information.
  - **Note:** If a copy of the gift has been sent via e-mail and the information being sent has the checking account and bank routing number or credit card number included, this information must be covered up using a black marker or when copying the gift, prevent this information from being visible.
- While reviewing the allocations, if the allocation starts with an "HE" or simply says "endowment" DAR does not process these endowments since they are processed by Treasury. Endowments are copied with cost center information and sent to Treasury.

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- Matching Gifts

**Note:** Do not write on anything that comes in from a company or a donor with matching gift forms. If documentation of the matching gift is necessary, make a copy and write on the copy.

If a gift is a matching gift, take the following steps:

1. Determine if the gift is from a company (e.g., Exxon, Shell, AIG, etc.).
  2. Determine if the check memo acknowledges the DAR matching gift processor.
  3. Review the check as it may indicate that there is a matching gift.
  4. To clarify if the gift is matching, ask the DAR matching gift processor.
  5. When it is verified that a gift is a matching gift, make one copy of the check.
  6. Place the backup documentation and any other matching gift information with a copy of the check, paper-clip it together, and place it in a separate pile. This information will be given to the DAR matching gift processor once the batch is complete.
  7. Place the original check in the safe in a filing folder for the DAR matching gift processor.
  8. If only the Matching Gift Form is received, give it to the appropriate person.
  9. If a gift has an attached Matching Gift Form, process the gift first and place a red dot on the gift documentation. After the gift is processed, the gift documentation is given to the DAR matching gift processor.
- If the gift documentation/GTF is a payroll deduction, collect the forms and give to the appropriate person to process.
  - Credit card batches are referred to as “C” batches. These are also collected separately and processed by the DAR credit card processor.

**Note:** If the gift(s) are not a payroll deduction or credit card, proceed with creating a DB batch.

There are two types of DB batches; checks and cash. The two cannot be combined, so there must be two separate batches. Make a pile for each if needed.

### **Check Batches**

If the batch consists of checks, complete the following steps:

1. Make a copy of the check(s) then paper clip the copy and the gift documentation together.
2. Place the check in a pile.
3. This process will continue until all envelopes have been opened and all checks have are copied.
4. Take the pile of checks and stamp the back of the checks with the Bank of America stamp.

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5. Use the calculator and make sure to include the time/date that is on the tape, add up the checks, and remove the tape with the total from the calculator. Write the word "checks" at the top of the tape and initial the bottom of tape.
6. Verify the total by adding up the gift documentation. Use the calculator and again make sure the time/date is on the tape. Write the word "batch" at the top of the tape and initial the bottom of tape.
7. Get a bank bag and fill it out. The "To" section will be the following: BOA and the account number that is on the deposit slip. The "From" section will be the following: DAR. The "Location" will be: ERP Bldg-1 RM 272A. Fill in the amount and initial by the date.
8. In *Advance* go to Advance Reports, Reports, DB Bursar Batch, and retrieve a batch number.
9. Place the "DB" number at top by the word "checks" starting with DB and then the number on the deposit slip. Fill the deposit amount out. Initial the amount that is near the account and routing number.
10. Also place the bag number above the account and routing number.
11. Make a batch header which is located in the DAR share folder (look for BB Header). Fill it out appropriately.
12. Have someone verify the checks and batch amount. They will also print out calculator tape for checks and batch with their initials.
13. Make four copies of the deposit slip with both check tapes. The four copies should be dispersed as follows:
  - One copy is for batch/data entry.
  - One copy is for bank reconciliation.
  - One copy is for DAR files.
  - One copy is for the bank for deposit (on top of the bag) underneath the DB header.
14. Make two additional copies of the UH Cash Deposit Form.
  - One copy is for the batch/data entry.
  - The second copy is for bank deposit (on top of the bag).
15. Place the checks and deposit slip in the appropriate area.
16. Close the bag, fold in half, make sure the bag number faces the preparer, and place a money transmittal slip, DB header, deposit slip copies on top and paper clip it (in that order).
17. Document the batch under the appropriate fiscal year workbook in the DAR share folder.
18. Call the University of Houston (UH) Police at 3-0600 to pick up the deposit.

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19. The batches will be placed in the department designated drawers in the batch lock area.

### Cash Batches

If the batch consists of cash, complete the following steps:

1. Place the currency in a pile.
2. Sort currency by denomination and place together. **Note: If possible coin must be rolled.**
3. Use the calculator and make sure to include the time/date that is on the tape, add up the cash, and remove the tape with the total from the calculator. Write the word "cash" at the top of the tape and initial the bottom of the tape.
4. Verify the total by adding up the batch which is the gift documentation and tear off the tape. Write the word "batch" at the top of the tape and initial the bottom of tape.
5. Get a bank bag and fill it out. The "To" section will be the following: BOA and the account number that is on the deposit slip. The "From" section will be the following: DAR. The "Location" will be: ERP Blg-1 RM 272A. Fill in the amount and initial by the date.
6. In *Advance*, go to Advance Reports, Reports, DB Bursar Batch, and retrieve a batch number.
7. Place the "DB" number at top by the word "cash" starting with DB and then the number on the deposit slip. Fill the deposit amount out. Initial the amount that is near the account and routing number.
8. Also place the bag number above the account and routing number.
9. Make a batch header which is located in the DAR share folder (look for BB Header). Fill it out appropriately.
10. Fill out the UH Cash Deposit Form. This form is located in the DAR share folder (choose current fiscal year and locate Batch –Log Header).
11. The cash amount will need to be verified by two additional people. The first person will verify the cash amount and batch. The second person will verify just the cash amount.
12. Each person will sign the UH Cash Deposit Form and initial the deposit slip and bag.
13. Make four copies of the deposit slip with both cash receipts. The four copies should be dispersed as follows:
  - One copy is for batch/data entry.
  - One copy is for bank reconciliation.
  - One copy is for DAR files.
  - One copy is for the bank for deposit (on top of the bag).

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14. Make two additional copies of the UH Cash Deposit Form.
  - One copy is for the batch/data entry.
  - The second copy is for bank deposit (on top of the bag).
15. The deposit slip is placed on the check side of the bag.
16. Place the currency on the large portion of the bag. If needed use a large cash bag if needed (place deposit slip on top of currency if using large bag).
17. Close the bag, fold in half, make sure the bag number faces the preparer, money transmittal (fill it out), place one of the DB headers, UH Cash deposit form, and deposit slip copies on top and paper clip it (in that order).
18. Document the batch under the appropriate fiscal year workbook in the DAR share folder.
19. Call the UH Police at 3-0600 to pick up the deposit.

### TROUBLESHOOTING

Correct sorting and handling of gifts received by check and cash is expected.

### RESULTS

Gifts by check and gifts by cash will be grouped together and sent for deposit to Treasury.

### CROSS-REFERENCES

- DAR-03-001 Cash Deposits
- DAR-03-006 Matching Gifts
- DAR-03-007 Endowments
- DAR-03-017 Forms Used During Gift Processing

### REVIEW AND RESPONSIBILITIES

Executive Director, Annual Giving & Development Data Services

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