Step	Activity	Notes/Examples		
1.	Collect cash and checks	•	Cash handlers must be authorized	
		•	Acceptable form of receipt must be used	
		•	Checks/Money Orders must be made payable to "University of Houston"	
		•	Checks must be endorsed immediately upon receipt (or when drawers are balanced) with a	
			UH deposit stamp ordered from the Treasurer's Office. All stamps must say "for deposit only".	
		•	Checks and cash must be physically safeguarded and stored until submitted for deposit.	
		•	Funds totaling \$100 or more must be deposited within one working day of receipt. Funds	
			less than \$100 must be deposited within five working days of receipt.	
2.	Prepare checks for deposit	•	Remove remittance advices from checks	
		•	Write each check (check number and amount) on the deposit ticket	
			o deposit tickets hold 28 checks; if the department regularly deposits in excess of 28	
			checks, contact the Treasurer's Office to obtain a check scanner that will deposit	
			checks as credit card receipts	
		•	Endorse checks (if not done at time of receipt) with a UH deposit stamp ordered from the	
			Treasurer's Office. All stamps must say "for deposit only".	
		•	Scan or photo-copy checks (must block bank account and routing numbers)	
3.	Prepare cash for deposit	•	Coins must be rolled unless there are less coins than required	
		•	Deposit tickets have a worksheet for bills and coins on the back of the white copy that can	
			be used to organize deposits, but does not have to be used	

Step	Activity	Notes/Examples
4.	Prepare Cash Deposit Form The form has two sections. The first is for cash and requires listing all types of currency and quantity. The second is for checks and requires an individual listing of all checks. Cash Deposit Form must have the Department ID, Department Name, Bag Number, and Journal ID as well as the signature of both persons verifying the deposit.	University of Houston Cash Deposit Summary Form Cash
5.	Prepare Deposit Ticket Write the Bag Number above the Account Number.	TR (540740105) Do Not Use For Pre-encoded Items TOTAL T

Step	Activity	Notes/Examples		
6.	Obtain independent verification of the deposit by a second person who is authorized to handle cash.	 Recount cash, coin, and checks Confirm that cash and coin totals are correct and recorded on deposit ticket accurately Confirm that checks are all listed separately on the Deposit Ticket accurately and total correctly Confirm that the Deposit Bag number is written above the account number on the deposit ticket Confirm that the Deposit Summary form is complete for cash Confirm that the Deposit Summary form is complete for checks Signs the Deposit Summary form(s) 		
7.	Place cash and checks in Deposit Bag with Deposit Ticket and seal Deposit Bag. Both cash verifiers must be present. Because bag is being sealed, cash verification must have already occurred. Deposit Bags must be see-through, and be purchased through the Cashier's Office.	Deposit Bags may contain only: Cash Small amounts of loose coins (or rolled coins) for the deposit Checks One original deposit ticket DEPOSIT BAGS CONTAINING ADDITIONAL ITEMS INSIDE WILL BE RETURNED TO THE DEPARTMENT FOR RE-PROCESSING.		
8.	 Complete the Deposit Bag: TO: BOA From: Department Name as shown on the Deposit Ticket, with Deposit Ticket Department Number Location: leave blank Date: The date the deposit was placed in the Deposit Bag Signature: Initials of both deposit verifiers Deposit List: Line 1: Cash (currency) Amount Line 2: Coin Amount Line 3: Check Amount (total, do not list checks separately) 	LOADING INSTRUCTIONS: 1. Use bail joint pen to complete all information BEFORE loading bag. List each deposit separately. 2. Remove the release liner and press adhesive lip FIRMLY over warning lines to seal. 3. Attempts to re-open will damage bag. 4. Tear off and save numbered receipt. TO: BoA FROM: TREASURY #083 LOCATION: DATE: 5/6/13 SIGNATURE: 18 DEPOSIT LIST: 1. \$ 299. \omega 7. \$ 2. \$ 5.94 8. \$ 3. \$ 23,323.00 9. \$ 4. \$ 10. \$ 5. \$ 11. \$ 6. \$ 12. \$		

Step	Activity	Notes/Examples
9.	Remove the Confirmation Strip from the Deposit Bag and retain as part of your documentation. Date: The date the deposit was placed in the Deposit Bag Amount: The total amount of the deposit Signature: Initials of both deposit verifiers	EE05840937 DATE 5/6/13 SIGNATURE AGH AMOUNT 23, 627, 94
	JOURNAL ENTRY DETAIL Run Time: 12:56:03 Journal ID: 0002438654 Reversal: None Ledger ACTUALS Group: Date: 05/06/2013 Reversal Date: Created By: 0088186 Brandyberg, Tiffany Roschelle Source: AAF Budget Adjust Actuals Post Date: Type:	
	account from the deposit slip, the date the cash was placed in the deposit bag, and the PS Department ID.	Line # Account Line BU Fund DeptId Prog Bdg Ref. BP2013 Project Line Ref Chart.1 Line Description Amount 6766 05.06.2013 H0166 23,627.94 2 44049 00730 3056 H0207 10366 BP2013 NA Brochure Sales -1,304.94 3 43641 00730 2080 H0259 F0755 BP2013 NA Surplus Sale - Tag 695312 -5,000.00 4 12119 00730 3057 H0167 10391 BP2013 NA Purt on Acct -17,323.00

Step	Activity	Notes	/Examp	les			
11.	Submit the Journal through workflow path 2 (Dept/College/Division – Stu Fin – Accounting Office) to obtain the Departmental Approval (approval level 2).	*PI	○ Dept ● Dept	elect the appropriate a Coll/Div - Accounti Coll/Div - Stu Fin - Coll/Div - OCG - Ac	ng Office Accounting	Office	
out the	When the Departmental Approval is obtained, print out the Journal showing the Departmental Approval and paper-clip the Journal to the Deposit Bag.	Approval History Step Status Date Timestamp User ID Name					
		0	I	05/06/2013 12:54 PM	0088186	Brandyberg, Tiffany Roschelle	
		01	A	05/06/2013 12:55 PM	0082994	Drew,Margaret L	
		02	P	05/06/2013 12:54 PM			
		03	P	05/06/2013 12:54 PM			
		SHOV POLIC	VS DEP	ARTMENTAL APPRO ARTMENT, AND WI	OVAL WILL	CHED COPY THE JOURNAL THAT NOT BE PICKED UP BY THE UH RNED TO THE DEPARTMENT FOR RE	∃-

Step	Activity	Notes/Examples
13.	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. Money Transmittal Forms must be ordered from the Cashier's Office. Bag Number: Of deposit bag Date: Date UH Police Department pick-up requested From (1 st line): Department Name as shown on the Deposit Ticket, with Deposit Ticket Department Number No. Items (1 st line): 1 Said To Contain (1 st line): Total amount of deposit Prepared/Received (1 st line): Initials of person preparing the Money Transmittal Form UHS (1 st line): will be initialed by the UH Police Department representative that picks up the deposit. To (2 nd line): Cashier's Office	MONEY TRANSMIT IAL Nº 208641 BAG NUMBER E COX 40937 DATE 5/6/13 OFFICE NO. OF ITEMS SAID TO CONTAIN PREPARED/RECEIVED UHS TIME FROM \$ 1 \$ 23,427.94 From \$ \$ MONEY TRANSMITTAL FORMS WITH MORE THAN ONE DEPOSIT ATTACHED WILL NOT BE PICKED UP BY THE UH POLICE DEPARTMENT, OR WILL BE RETURNED TO THE DEPARTMENT FOR RE-PROCESSING.
14.	the white copy with the department. Contact the UH Police Department for pickup	 Requests for pickup can be made online at: http://uh.edu/police/transfers.html Information requested includes: Pickup location, contact person, phone number, destination, transfer amount, and special instructions. Departments with additional questions can contact police dispatch at 713-743-3333. Requests must be submitted by 2:30 PM if same day service is needed. Requests received after 2:30 PM will be picked up the next day. Deposits must be in the Cashier's Office by 1:30 PM in order to be transported to the bank on that day.

Step	Activity	Notes/Examples		
15.	Retain deposit documentation for six months	Scans or copies of checks (must block bank account and routing numbers)		
		Copy of Deposit Ticket		
		Copy of Money Transmittal Form		
		Signed copy of Cash Deposit Summary Form		
		Copy of Journal showing Departmental Approval		
		Confirmation Strip from Deposit Bag		
		Cash register/sales system report or receipts, if applicable		
16.	When cash is transported to the Cashier's Office by	INCOMPLETE OR INCORRECTLY PREPARED DEPOSITS WILL BE RETURNED TO		
	the UH Police Department, the Cashier's Office will:	THE DEPARTMENT FOR RE-PROCESSING.		
	Confirm that the deposit contains all required			
	documentation			
	o Cash, coin, checks and one copy of the			
	Deposit Ticket in the Deposit Bag			
	o Journal showing Departmental Approval			
	attached to the deposit bag o Money Transmittal Form for a single			
	o Money Transmittal Form for a single deposit			
	• If all documentation is submitted with the deposit,			
	The Cashier's Office will:			
	 Log the Deposit Bag 			
	o Approve the Journal in PS Finance			
	 Submit the Deposit Bag for pick-up by 			
	the courier			
17.	Personnel submitting incorrectly prepared or complete			
	cash deposits and deposit journals may:			
	Be required to re-take the on-line Cash Security			
	Procedures, Cash Deposit and Security			
	Procedures, Petty Cash and Change Fund, or the			
	class-room based GL Journal Entry training			
	courses.			
	Have change and/or petty cash fund approval revoked.			
	Have Cash Handling approval revoked.			

Step	Activity	Notes/Examples
18.	General Accounting will review all Journals submitted and confirm: Cash amount per Journal agrees to amount per Deposit Ticket Cost center and revenue account appear accurate Supporting documentation contains Copy of the Deposit Ticket Copy of the signed Cash Deposit Summary Form Cash register/sales system report or receipts, if applicable May include a copy of a 1074 report if the deposit is made to credit a non-revenue GL Account. Once these items are confirmed, Journals will be posted	Journals with errors or incomplete support will be denied back to the department. If a Journal is denied back to the department, select Path 1 instead of Path 2 when resubmitting the Journal to General Accounting. This is because there is no longer a cash deposit to be processed with the journal.
19.	Contacts for questions	Gretta McClain, Assistant Director for Accounting Services 713-743-8729 gmcclain@uh.edu Nancy Tran, Associate Director for Student Financial Services 832-843-9127 ntran@uh.edu