

## **College of Liberal Arts and Social Sciences**

### **Military Science**

#### **Cash Handling Procedures**

Office Coordinator: Opens the mail in morning and afternoon, endorses and makes copies of the checks. The check receipt log to record all checks received will be maintained by the Office Coordinator. The Office Coordinator will record date received, company name, and check amount on the receipt log and write on the back of the check with the 'for deposit only'. Original check will be placed in LTC Wendell Harris lock box and placed in locked cabinet. A copy of the check with back up documentation will be given to the LTC Anthony Landry.

A journal entry for the deposit is prepared by the Office Coordinator through the Peoplesoft system. Journal entry will be saved and budget checked by the Office Coordinator. When the funds are placed in the deposit bag, it is verified by two individuals, which will be the Office Coordinator Susan Mangum and LTC Wendell Harris, Executive Officer. If Office Coordinator or Executive Officer is unavailable at that time, the Department Chairman LTC Anthony Landry will be the back up of the second individual. The bag is sealed immediately after second verification. The journal entry and the deposit bag will then be submitted to the Assistant Department Administrator Linda Garza: Approves and submits the deposit journal through the Peoplesoft system. Office Coordinator will then contact the University Police for a money pick-up.

Office Coordinator: On a monthly basis will reconcile the check receipt log to PeopleSoft reports.

#### **Access To Safe:**

Only the Executive Office LTC Wendell Harris and Department Chairman LTC Anthony Landry have keys to the cabinet and box.

No cash is accepted in our department.