

Cynthia Woods Mitchell Center for the Arts

Cash Handling Procedure

Program Manager/ Program Director: Receives checks and will endorse and make copies of the checks. The Program Manager will maintain the check receipt log. The Program Manager will record the date the check was received, company name, and check amount on the receipt log. She will also stamp the back of the check "for deposit only". The original check will be placed in her locked desk drawer. A copy of the check with backup documentation will be given to the Business Administrator.

Business Administrator: A journal entry for the deposit is prepared by the business administrator through the Peoplesoft system. The journal entry will be saved and budget checked by the business administrator and also the CLASS DBA. The funds will be placed in the deposit bag by the business administrator and also the program manager. Once the deposit is verified, approved, and sealed in the bag then either the Program Manager or the Business Administrator will contact the University Police for a money pick-up.

On a monthly basis, the Business Administrator will reconcile the check receipt log to the Peoplesoft reports.