

Center for Public Policy FY08 Cash Handling Procedures

- LaDonna Hogan, CPP Office Assistant 2, Kelly Le, CPP Department Business Administrator, or Renee Cross, CPP Associate Director, or the student worker can open up the mail.
- The check is given to LaDonna for preparation of the deposit. The check is stamped “For Deposit Only” on the back. LaDonna completes the journal, the Cash Deposit Summary Form, and the deposit slip and scans them for uploading to the finance PeopleSoft system. She then makes copies of the journal, the check, and the deposit slip for the office files. She put the check and the deposit slip in the deposit bag in front of a witness and then calls the police for the transportation of the check deposit. Kelly will process the deposit in LaDonna’s absence.
- Any cash/checks not deposited on the same day received, it will be kept locked until it is processed the next day.
- The police officer picks up the deposit and provides proof of pick up by leaving a copy of the money transmittal form. It is then attached to the copy of the journal and forwarded to Kelly.
- Kelly is responsible for the reconciliation of the deposits.