

Cash Handling Procedures for the Religious Studies Program – FY 2008

1. The Religious Studies Program only accepts checks; cash is not accepted. This program does not use a petty cash fund or change fund.
2. Marla Burum, DBA, is designated as the Cash Custodian. Because she is also responsible for reconciling the receivables for Religious Studies, Lynn Dale will initial all deposits.
3. Immediately upon receiving checks, Marla ensures that they are made payable to the University of Houston and be endorsed “for deposit only” along with writing “Religious Studies Program” and/or our cost center below the endorsement. When a check is accepted by an individual in person at the Religious Studies Program, a valid driver license or cougar one card is required and the number is noted at the top of the check.
4. Deposits in the amount of \$100.00 or more are prepared within one day of receipt of the check, and checks less than \$100.00 are deposited within five working days. They are maintained in Marla’s locked drawer until such time. For account receivable payments, the instructions for making deposits to the Bursur’s Office will be followed (attached), and for gift payments, a gift transmittal form will be completed and sent to the CLASS Development Office.
5. In consultation with Dr. Mitchell, Marla will determine which cost center and account code the deposit is credited to.

Cash Handling Procedures – Writing Ctr

FY 2005

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