

College of Liberal Arts and Social Sciences

School of Communication

Cash Handling Procedures

Office Assistant II: Opens the mail in morning and afternoon, endorses and makes copies of the checks. The Office Assistant will stamp the back of the check with the 'for deposit only' stamp. Original check will be placed in School of Communication Lock box. A journal entry for the deposit is prepared by the Office Assistant II through the Peoplesoft system. Journal entry will be saved and budget checked by the Office Assistant II. The funds are then placed in the deposit bag, it is verified by two individuals, which will be the Office Assistant II and Office Coordinator. If Office Coordinator is unavailable at that time, The Department Business Administrator 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 Department Business Administrator who reviews and approves and submits the deposit journal through the Peoplesoft system. Once the deposit is verified, approved, and submitted, it is then returned to the Office Assistant II for copies. Once copies are made (2, 1-Student Financial Services & 1-office copy), Office Assistant II will then contact the University Police for a money pick-up.

Department Business Administrator On a monthly basis will reconcile the office copy to PeopleSoft reports.

Access To Lock Box :

Only the Administrative Coordinator and the Department Business Administrator have access to the lock Box for The School of Communication