

Cash Handling Procedures for the Writing Center – FY 2008

1. The Writing Center only accepts checks; cash is not accepted. This program does not use a petty cash fund or change fund.
2. Devianee Vasanjee, Project Coordinator, is designated as the Cash Custodian, and Marla Burum, DBA, is responsible for reconciling the receivables for the Writing Center.
3. Immediately upon receiving checks, Devianee ensures that they are made payable to the University of Houston and be endorsed “for deposit only” along with writing “the Writing Center” and/or our cost center below the endorsement. When a check is accepted by an individual in person at the Writing Center, 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 Devianee’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. Marla informs Devianee which cost center and account code the deposit is credited to.