College of Liberal Arts and Social Sciences
Department of Anthropology
Cash Handling Procedures for FY2010

Office Assistant/Work Study Student: Opens the mail in the morning and afternoon, endorses and makes copies of the checks received. The check receipt log to record all checks received will be maintained by the Office Assistant/Work Study Student. The Office Assistant/Work Study Student will record date received, company name, and check amount on the receipt log and stamp (endorse) the back of the checks with the “for deposit only” stamp. Original check will be placed in the departmental Safe.

Financial Assistant: A journal entry for the deposit is prepared by the Financial Assistant through the PeopleSoft system. The journal entry will be saved and budget checked by the Financial Assistant. When the funds are placed in the deposit bag, it is verified by two individuals, which will be the Office Assistant/Work Study Student and Financial Assistant. If Office Assistant or Financial Assistant is unavailable at that time, the Department Business Manager (Economics) 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 Manager (Economics) for approval.

Department Business Manager: Approves and submits the deposit journal through the PeopleSoft system.

Office Assistant/Work Study Student or Financial Assistant: Once the deposit is verified, approved, and submitted, it is then returned to the Office Assistant/Work Study Student or Financial Assistant for copies. Once copies are made (1-Student Financial Services & 1-office copy), Office Assistant/Work Study Student or Financial Assistant will then contact the University Police for a money bag pick-up.

Financial Assistant: On a monthly basis, the Program Manager will reconcile the check receipt log to PeopleSoft reports.

Access To Safe:
Only the Office Assistant/Work Study Student and Financial Assistant will have the key to the safe.