BLAFFER GALLERY
CASH HANDLING PROCEDURES

There are a couple of locations and reasons where transactions occur at Blaffer Gallery. They are described below:

Catalog sales and miscellaneous merchandise sales – All sales transactions are received at the front desk by the Chief of Security. Checks and cash are entered into a daily log, and a receipt (from a pre-numbered receipt book) is given to the customer. Checks are endorsed on the back with “University of Houston” and the account number for deposit is written. All checks are made out to University of Houston and are checked against the master check list on the computer. Cash and checks (no credit cards are accepted) are accepted by one or two staff members who give the checks and cash to the Museum Administrator who prepares the journal voucher for signature by another Certifying Signature.

Change fund – A small change fund of $30.00 is kept by the Chief of Security for making change if necessary on cash transactions. The beginning and ending balances are reconciled daily and the Change Fund Review Form is completed every day.

Gifts – All gift transactions are received by the Development Director. Her assistant prepares the Gift Transmittal Forms, and she signs them. The GTF’s are then forwarded to the Museum Administrator who checks for accuracy and signs as certifying signature.

All GTF forms and journal forms with money bags attached are taken by the University of Houston Police to the appropriate office in the Welcome Center (Bursar’s Office) or McElhinney (Donor & Alumni Records).

On a monthly basis, the Museum Administrator will reconcile the check receipt log to PeopleSoft reports. Each year all employees who handle cash are required to sign Addendum D of the Cash Handling Policy. Monies are deposited according to MAPP policy. Money is kept in a locked cash box in a locked drawer of a file cabinet (in an alarmed building) until ready for deposit.

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