Center for Mexican American Studies

Cash Handling Procedures

Office Assistant: Opens the mail in morning and afternoon, endorses and makes copies of the checks. The check receipt log to record all checks received will be maintained by the Office Assistant. The Office Assistant will record date received, company name, and check amount on the receipt log and stamp the back of the check with the ‘for deposit only’ stamp. Original check will be placed in Department Business Administrator Office Safe. A copy of the check with back up documentation will be given to the Events Coordinator.

Events Coordinator: A journal entry for the deposit is prepared by the Events Coordinator through the Peoplesoft system. Journal entry will be saved and budget checked by the Events Coordinator. When the funds are placed in the deposit bag, it is verified by two individuals, which will be the Office Assistant and Events Coordinator. If Events Coordinator or Office Assistant is unavailable at that time, the Secretary 2 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 or Director for approval.

Department Business Administrator: Approves and submits the deposit journal through the Peoplesoft system.

Events Coordinator: Once the deposit is verified, approved, and submitted, it is then returned to the Events Coordinator for copies. Once copies are made (2, 1-Student Financial Services & 1-office copy), Events Coordinator will then contact the University Police for a money pick-up.

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

Access To Safe:
Only the Department Business Administrator, Events Coordinator, Secretary 2 and Office Assistant 2 will have the combination to the safe.