Cash Handling Procedures

Office Assistant II: Opens the mail in morning and afternoon, endorses and makes copies of the checks. A receipt log to record all checks received will be maintained by the Office Assistant II. The Office Assistant II will record date received, company name, and check amount on the receipt. A copy of the receipt will also be sent to the person who sent in check. The Office Assistant II stamps the back of the check with the ‘for deposit only’ stamp. Original check will be placed in The J.J. Valenti School of Communication Lock box which is housed in a locked file cabinet.

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. When the funds are placed in the deposit bag, it is verified by two individuals the Office Assistant II and the Administrative Coordinator. The bag is sealed immediately after second verification. The journal entry and the deposit bag will then be submitted to the Department Business Administrator for approval.

Department Business Administrator 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 Coordinator will then contact the University Police for a money pick-up.

On a monthly basis, the Department Business Administrator will reconcile the check receipt log to PeopleSoft reports.

Access to Lock Box:
Only the Administrative coordinator and the Department Business Administrator have access to the Lock box for the Jack J. Valenti School of Communication.