Cash Handling Procedures for the Writing Center – FY 2010

1. The Writing Center only accepts checks; cash is not accepted. This program does not use a petty cash fund or change fund.

2. Marla Burum, DBA, is designated as the Cash Custodian.

3. Immediately upon receiving checks, Marla ensures that they are made payable to the University of Houston and stamped “for deposit only.” 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. Checked are listed on the “Checks Rec’d Log.” Information included is: Date check Rec’d, Check Rec’d From, Date Check Stamped with Endorsement, Date Check Processed thru University, and the Journal Entry #.

5. 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 Marla’s locked file cabinet until such time.

6. A journal Entry will be created by the DBA. When the funds are placed in the deposit bag, it will be verified by the DBA and the Writing Center Front Desk Receptionist. The bag is immediately sealed after the second verification. The University Police are then contacted for a money pick-up.

7. On a monthly basis, the DBA will reconcile the check receipt log to Peoplesoft reports.

9/25/2009