OVERALL SUMMARY

The cash transactions are subject to all applicable state laws and regulations and University of Houston policies and procedures including University of Houston MAPP policy 5.01.01 and System Administrative Memorandum 3.A.07 and procedures to follow when cash is received. For the purpose of this policy, cash is defined as checks, currency, money orders, cashiers’ checks and travelers’ University of Houston checks.

Cash Deposits
The college receives cash for a variety of reasons. To ensure compliance with University of Houston policy, it is important only individuals who are authorized by the Conrad N. Hilton Hotel & College of Hotel and Restaurant Management to handle cash to do so for the purpose specified. In addition, security measures are taken through cash deposit summary forms to ensure accountability and accuracy. This summary consists of a detailed review of cash and checks entries then authorized by a financial assistant and witness. Please see updated sample attachment for assessment. These authorized persons will assist the college to ensure timely deposits and to safeguard cash received. Refer to the authorized list for those individuals who presently service this function.

Lisa Funk, College Business Administrator
Thomas Chandapilla, Department Business Administrator, HR Director and Hotel Controller
Chris Harrison, Revenue Accountant
Cassie Millings, A/R and Billing
Beverly Nicholson, Financial Coordinator
Anna Llamas, Office Coordinator
Jaime Broussard, Accounts Payable Coordinator
Listed below are the various cash deposits made by the college and how each deposit is handled.

**Gifts**  
The college receives gifts from individuals, major hotels and restaurants and fortune 500 companies. These cash receipts are recorded on a Gift Transmittal Form by the Development office, approved by the CBA, and forwarded to treasurer by the University of Houston Police Department within 24 hours. Logs of all the GTFs are maintained within the Business Office in date sequence order.

The Office of the Treasurer notifies the Office of Development, who is responsible for downloading gifts to the PeopleSoft system. The Office of Development mails a gift receipt to the donor.

Donors sometimes prefer to deliver or mail the check directly to the faculty or staff member requesting the funds. When this occurs, the check and a copy of the letter of solicitation or proposal should be delivered to the Conrad N. Hilton Hotel & College of Hotel and Restaurant Management within 24 hours.

**Research Grants**  
All proposals regarding research are to be processed through the Office of Grants and Contracts.

**General Guidelines for Accepting Cash**

- All checks should be made payable to the University of Houston.
- If a check is collected from someone in person who works for the University of Houston, two pieces of picture identification are required: a valid University of Houston ID and a driver’s license. The top of the check should include their drivers’ license number, to include the state, and the University of Houston phone number in which the individual can be reached.
- All cash is deposited with 25 hours of receipt and remains in a locked safe located in the Business office overnight when necessary.
- Upon receipt all checks should be restrictively endorsed with “For Deposit Only” and the department name and/or cost center number. Checks are to be kept in the safe and not in an employee’s desk.
Security and Reconciliation of Cash
All authorized persons to handle cash will submit daily all the cash receipts accepted. The receipts are to remain in the locked security chest in the Business Office until the deposit is made. A copy of the receipt is given to the Financial Assistant II. It is kept open until it clears the cost center and is considered reconciled.

Preparation, Approval and Transmittal of Cash to the Office of the Cashier
Cash deposited at the Cashier’s office must be processed as outlined on page 4 of MAPP procedure 5.01.01. The College Business Administrator must approve all journals. The journal is sent to the Office of the Cashier by calling the police for pick up. Deposits must never be sent through interoffice mail.