

UNIVERSITY of HOUSTON
DIVISION OF ADMINISTRATION AND FINANCE
UNIVERSITY SERVICES
BUSINESS & AUXILIARY SERVICES DEPARTMENT
POLICIES AND PROCEDURES

SECTION: FINANCE

NUMBER: VPSA 03.04

Subject: Cash Handling

I. PURPOSE

Procedures for the handling of cash receipts are designed to provide accountability for monies received in accordance with accepted standards of internal controls.

II. POLICY

All employees of the DIVISION of Administration and Finance are responsible for complying with the policies and procedures described below. Failure to adhere to these policies and procedures may result in disciplinary action being taken against the employee. NOTE: "Cash Receipts" include currency, checks and credit card payments. Compliance with these procedures will protect employees when questions arise and protect the University from criticism by auditors and other reviewing officials. All checks received must be made payable to the University of Houston. The Office of Student Financial Services is responsible for receiving all University monies after completion of preparation for reviewing and forwarding on to the University's Bank.

All employees have an obligation to report any suspected theft, fraud, embezzlement, or any other irregularity causing a loss of cash. Employees who are aware of criminal activity and fail to report it may be subject to disciplinary action. Employees are required to cooperate with any police or audit investigation, and they may be requested to keep their knowledge of the investigation confidential.

The Business Services/Auxiliary Services Department receives cash receipts on a monthly, quarterly and bi-annual basis.

III. GUIDELINES FOR RECEIVING MONIES

1. As a general rule, money transactions should be routed to the appropriate business office staff, including payments.
2. All persons receiving monies will strictly adhere to University of Houston Policy and Procedures **MAPP 5.01.01, 5.01.02**, and University of Houston System Policy, **SAM 03.A.07, 03.F.01** and **03.F.04**.
3. All monies received will be kept in a locked safe, drawer or filing cabinet until transported to the cashier office by the University of Houston Police Department (UHPD).
4. All checks received are to be stamped "For Deposit Only." The correct

- PeopleSoft cost center will also be printed on the back of the checks.
5. The following responsibilities and duties are mutually exclusive and are not to be performed by the same employee:
 - a. Logging in cash receipts/preparing the cash deposits.
 - b. Reconciling the monthly cost center activity.

Due to insufficient levels of staffing in the Business Office these separation of duties cannot be performed; therefore additional supervisory review is obtained. (See SAM 03.F.04)

Any monies received totaling \$100.00 or more must be deposited within one working day. Amounts less than \$100.00 may be held no longer than five working days prior to deposit (MAAP 05.01.01, Section VIII, C, # 5).

IV. PROCEDURE FOR RECEIPTS

1. Receipts received are logged in the cash receipt log and date stamped.
2. Receiver of funds will restrictively endorse all checks “University of Houston, For Deposit Only” and indicate appropriate cost center on the back of the check.
3. After the above has been completed any monies received totaling \$100.00 or greater must be deposited with Student Financial Services in accordance with cash deposit procedures within one working day of receipt. Student Financial Services shall, in turn, deposit funds with the University bank within one working day of receipt. Amounts less than \$100.00 may be held no longer than five (5) working days prior to deposit.

V. GUIDELINES FOR DEPOSITING FUNDS

1. Procedures for preparing People Soft Cash Receipt Journal.
 - a. Complete PeopleSoft Cash Receipt Journal according to University of Houston guidelines.
 - b. Complete money transmittal form and cash deposit form.
 - c. Attach back-up documentation to the original copy of the PeopleSoft Cash Receipt Journal.
 - d. Prepare deposit slip with the PeopleSoft Cash Receipt Journal number, bag number, and appropriate department and program code appearing on the deposit slip. Place deposit slip inside the sealed bag, with the money.
 - e. Paperclip in top left corner. Arrange all documents for individual deposits in order from top to bottom.
2. Documents to be sent to Student Financial Services:
 - a. Two (2) deposit slips
 - b. Original PeopleSoft Cash Receipt Journal with copy of backup documentation attached
3. Documents to be kept in Department:
 - a. Copy of deposit slip
 - b. Copy or duplicate of PeopleSoft Cash Receipt Journal for cash/checks with backup documentation attached.
Backup consists of copy of receipts, check stubs, any letters/explanations

received with check.

Repeat steps 1, a-e for each deposit and attach each deposit separately.

Paper clip multiple deposits together for transport by the University Police.

VI. RECONCILIATION TO PEOPLE SOFT

Deposits are verified against People Soft Financial on a monthly basis in accordance with the applicable MAPP. Discrepancies, if found, are to be cleared immediately, and departmental financial records corrected in accordance with UH SAM Policy 03.F.04 and MAPP 05.01.01.

APPROVAL

Last revised on 07/23/09

Approved: Esmeralda Valdez