

Subject: Cash Handling

I. Overview

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

II. Responsibility

All employees of the Department of Public Safety (DPS) 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, money orders 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.

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.

III. Guidelines for Receiving Money

1. 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.**
2. All monies received will be kept in a locked safe, drawer or filing cabinet until transported to the cashier office by a Police Officer.
3. All checks received are to be stamped "For Deposit Only" with the correct PeopleSoft cost center written or stamped on the back of the checks.
4. A receipt should be issued for each payment received.
5. The following responsibilities and duties are mutually exclusive and are not to be performed by the same employee:
  - a. Issuing payment receipt and preparing cash deposit
  - b. Reconciling the PeopleSoft (PS) activity.
6. 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. Guidelines for Depositing Money

1. Complete the Deposit Slip. Include Journal Entry # and Deposit Bag #.
2. Create Cash Deposit Summary Form. Include Deposit Bag #, Journal Entry # and check information. Obtain 2 signatures – Creator and Certified Signature.
3. Complete Money Transmittal Form. Use actual deposit date, not Journal date.
4. Log on to PeopleSoft Finance website to create Journal Entry.

Menu>Journals>Journal Entry – Create Journal Entries

Select “Add a New Value”

5. Header Tab  
Long Description – deposit information, include Creator info  
Reference Number – Deposit Bag #
6. Lines Tab  
Lines - Cost-Center, Account information and Debit & Credit Amounts
  - Bank line description - Department ID and actual deposit date.
  - Speedtype 10000 and Account Code 10510 for Bank Code
  - Reference – Invoice #
  - Journal Line Description - Payee Name and Check/Money Order #To insert or delete journal line, click on the [+] and [-] signs
7. Save Journal
8. Budget Check Journal. Journal Status and Budget Status should be “V” for Valid
9. Approval 2 Tab  
Route To – Select Path 2 Dept – Student Finance – Accounting Office. Select Path 1 if it is for correction to previous deposit journal that zeroed out
10. Documents Tab  
Add New Document - Scan and load Cash Deposit Summary Form, Deposit Slip and Check/Money Order as supportive documents. Scanned copies of checks should have bank account numbers deducted (covered up) on them.
11. Notify DBA for Journal approval and submit into workflow Complete Deposit Bag. Paperclip and seal Check/Money Order and Deposit Slip in lower section of the bag. Date on Deposit Bag should be the actual deposit date, not Journal date.
12. Staple approved Journal Entry, Original Cash Summary Deposit Form and copy of Deposit Slip (actual size). Attached paperwork to Money Transmittal Form. Paperclip complete set for Deposit Bag.
13. Call Dispatch for Money Transfer, Code 87.

## V. Reconciliations

Deposits are verified against PS Financial on a monthly basis in accordance with the applicable MAPP. The reconciliation responsibilities and duties are mutually exclusive and are not to be performed by the same employee who has deposited the check(s). 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.