I. GENERAL STATEMENT:

Procedures for the handling of cash receipts are designed to provide accountability for moneys received in accordance with accepted standards of internal controls. All employees of the C. T. Bauer College of Business (BCB) 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. The charging of fees or agreements to provide services for compensation are prohibited except with specific knowledge and authorization of the department head, the director of college operations, the Budget Office, and the appropriate vice president. Compliance with these procedures will protect employees when questions arise and protect the University from criticism by auditors and other reviewing officials. The Office of Student Financial Services is responsible for receiving all University moneys after completion of paperwork for reviewing and forwarding on to the University's Bank. Gift receipts will be sent directly to the Treasurer's Office.

NOTE: "Cash Receipts" include currency (U.S. and foreign), checks, traveler's checks, money orders, credit card and debit card charges, and wire transfers.

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.

II. GUIDELINES FOR RECEIVING MONEYS

1. Money transactions are routed to the BCB Business Office, including donations, gifts, transfers from UH Foundations or payments.

2. All persons receiving moneys will strictly adhere to University of Houston Policy and Procedures MAPP 5.01.01.

3. The following responsibilities and duties are mutually exclusive and are not to be performed by the same employees:

   - Employee A: Opening the mail for checks / swiping a credit card through machine / receiving cash and issuing a receipt. Preparing the cash deposits.
   - Employee B: Review and approval of the cash deposit.
   - Employee C: Logging the cash deposits into BCB's spreadsheet (used as a log).
   - Employee D: Reconciling the PeopleSoft cost center activity to BCB's tracking log.
   - All checks must be made payable to the University of Houston.

III. PROCEDURE FOR RECEIVING CASH RECEIPTS

1. Departments/Centers/Institutes receiving moneys will immediately restrictively endorse all
checks *For Deposit Only* and provide the cost center and account to be credited. A log of all cash receipts must be maintained by each and every department/center/institute receiving moneys to include the following:

- Name/Customer Name (Name of Remitter)
- Purpose
- Indicate Pay Mode-either "Check," "Credit Card," or "Cash"
- Amount Received
- Cost Center Name and 21 or 26 digit number to be credited

2. A Journal Entry will be prepared by the departments and submitted into workflow. JEs will not be accepted if they are not complete, accurate, and accompanied by the Cash Deposit Form for cash and checks or the credit card terminal report (batch summary report printed from credit card terminal at closing).

3. Gifts, if not received in the Development Office, are immediately hand delivered to the appropriate individual in the Development Office. Checks are restrictively endorsed and the appropriate cost center and account to be credited is supplied. A Gift Transmittal is prepared and hand delivered to the appropriate individual in the BCB Business Office.

4. After the above has been completed, any moneys 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 in a safe or locked drawer.

**IV. Procedure for Other Moneys Received**

1. There may be occasions when donors will visit the College and express a desire to give money. If this should occur, reasonableness and/or courtesy dictate that a check may be accepted without a receipt being issued immediately. The check should be treated as a "mail" receipt, restrictively endorsed *For Deposit Only* and entered on the appropriate office log at the first opportunity. Currency is never accepted without immediate issuance of a receipt.

2. All gifts are collected at the BCB Development Office. The possible exception to this is when donors send gifts directly to the faculty member or staff member. This procedure will be handled later in the policy under GIFTS.

**V. Guidelines for Depositing Funds**

Procedures for Journal Entry.

a. Departments complete Journal Entry according to University of Houston guidelines (see Section VI).

b. Upload back-up documentation to the PeopleSoft journal entry. Retain copies of the back-up documentation, which includes copies of checks, copies of receipts, and/or copies of the batch summary report from credit card terminal for 30 days. Scanned copies are acceptable, but any copies kept of checks should have the bank account and routing number obscured for security reasons.
c. Foreign drafts, which are those items drawn against foreign banks and requiring presentation to that bank for payment must be processed on a separate Journal. These items can be identified by the lack of transit coding at the bottom of the check.

d. Credit card transactions are sent directly to general accounting.

e. Except for credit card transactions, prepare 1 legible deposit slips with the Journal number, bag/tag number, and BCB name appearing on the deposit slip. 1 deposit slips should be locked inside the bag with the money.

h. Arrange all documents for individual deposits in order from top to bottom, secured with a single staple, to be sent to Student Financial Services in the following order:
   1. Tape of line items on Journal
   2. 1 deposit slips
   3. Copy or duplicate of Journal
   4. Copy of backup documentation attached

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

j. To be kept in BCB Business Office (scanned copy is acceptable):
   1. Copy or duplicate of Journal
   2. One (1) deposit slip
   3. Copy of tape run on currency
   4. Copies of backup documentation: receipts, checks or terminal report.

In the event that cash cannot be deposited the same day it is received, the cash will be physically safeguarded in a safe, locked drawer, or locked in a file cabinet until deposited.

VI. Journals are prepared according to the university guidelines

VII. Preparation of Gift Transmittals

1. All gifts are routed to the BCB Development Office. Gifts that are sent directly to a faculty or staff member are to be given to the BCB Development Office within twenty-four (24) hours of receipt of the gift.

2. All checks received are to be stamped For Deposit Only. Run three tapes on all checks to verify total. Two tapes will stay with checks; one is retained in the College.

3. Complete Gift Transmittal according to University of Houston Guidelines.

4. The gift transmittal is logged into the BCB Business Office spreadsheet.

5. The gift transmittal is approved with the certifying signature.

6. One copy of the Gift Transmittal is retained by the Bauer College Business Office for reconciliation and permanent filing. The BCB Development office retains one copy of the Gift Transmittal.