GENERAL STATEMENT:

Procedures for the handling of cash receipts are designed to provide accountability for monies received in accordance with accepted standards of internal controls. All employees of the College of Engineering 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 Deposits” include currency, checks. 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. Gifts receipts will be sent directly to the Donor and Alumni Records. Foundation receipts will be sent directly to the UH Foundation.

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.

GUIDELINES FOR RECEIVING OF MONIES

- As a general rule, money transactions should be routed to each department Business office, including donations, gifts or payments.

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

- The following responsibilities and duties are mutually exclusive and are not to be performed by the same employee:
  a. Opening the mail and logging in the cash receipts.
  b. Preparing the cash deposits.
  c. Reconciling the GL account activity.
• Prenumbered cash receipts are used for all transactions. The supply of new books and completed books are maintained in the College Of Engineering Business Office. A replacement book may be obtained by exchanging the completed book for a new one.

• One cash receipt book will be kept by each Department for the recording of the following types of collections:
  
  o University of Houston Collections  
  o Gift Collections  
  o UH Foundation Collections  

• If checks received are from current students, faculty or staff PeopleSoft Student Financial System should be used to verify the Master Check List to confirm that the check writer has not issued an insufficient check and has a debt to the University.

PROCEDURE FOR RECEIPTS BY MAIL

• The person opening the mail should maintain a log of all cash receipts. This log should be reconciled to the deposits recorded in the Cost Centers each month. Discrepancies between the log and the Cost Centers must be investigated and resolved.

• As soon as payments are received through the mail and date stamped, the individual opening the mail will hand deliver all checks to the appropriate individual in that department who handles cash deposits.

• Receiver of funds will restrictively endorse all checks for “Deposit Only” and enter the following information in the Cash Receipt Book.
  
  o Name/Customer Name (Name of Remitter)  
  o Purpose  
  o Indicate Pay Mode-either “Check” or “Cash”  
  o Amount Received  

• All monies received will be kept in a locked safe, drawer or filing cabinet until transported to Student Financial Services by UHPD.

• Departments will deliver each day’s receipts to the Engineering Dean’s Office Business staff by 1:00pm. The College Business Administrator will approve all deposits for processing. Journal Entry Forms will be delivered to Student Financial Services by UHPD and Gift Transmittals will be delivered to the Donor and Alumni Records by UHPD also.
NOTE: Do not obliterate any entry in the Cash Receipt Log. Errors should be crossed out and initialed.

- 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 (24 hours). Amounts less than $100.00 may be held no longer than five (5) working days prior to deposit.

PROCEDURES FOR OTHER MONIES RECEIVED

- 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 dictates 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 should never be accepted without immediate issuance of a receipt. In the Receipt Book the method of payment should be noted by which the check came into university possession if not received by mail. This is an exception and is not expected to become the “normal” procedure.

- All monies are usually collected at the Department level and are processed using a GTF. The possible exception to this is when donors send gifts directly to the faculty member or staff member. In this case, the gift should be handed to the DBA for that department to ensure it is processed accordingly.

GUIDELINES FOR DEPOSITING FUNDS

- Procedures for Journal Entry Form
  
a. Complete Journal Entry Form according to University of Houston guidelines. (See Section VI) If the JE and deposit slip do not match, the Supervisor must be notified, immediately. The procedure for over and short as outlined in MAPP 5.01.02 (Cash Advances) must be followed.

b. Upload back-up documentation into PeopleSoft.

c. Attach a calculator tape of the line items on the original copy of the receipt to show that it is in balance.
d. Prepare two (2) legible deposit slips with the Journal Entry Form number, bag number, and the Department name appearing on the deposit slip. Place one deposit slip inside the locked bag, with the money. This will be done by the Engineering Dean’s Office Business Staff.

e. Staple (one staple, please) in top left corner. Arrange all documents for individual deposits in order from top to bottom:

- To be sent to Student Financial Services via PeopleSoft:
  
  1. One (1) deposit slip paper clipped to the checks in the money bag and one deposit slip attached to the original journal entry.

- To be kept in College Business Office:
  
  1. Copy or duplicate of Journal Entry Form for checks and receipts with backup documentation attached (if needed).

- Backup consists of copy of receipts from cash receipts book, copies of checks and any letters/explanations received with check and should be kept for up to 6 months.

**HOW TO PREPARE A JOURNAL ENTRY FORM THROUGH PEOPLESOFT**

- All cash deposit journals should have the correct cost center indicated on the journal to receive the credit. This information should be provided by the Department Business Administrator for that specific department. Departments will contact the Financial Assistant 2 or Assistant Business Administrator located in the Engineering Dean’s Office for a bag number prior to creating a journal. All backup needed to justify the deposit should be uploaded into PeopleSoft prior to deposit being sent the Engineering Dean’s Office for approval.

  - **Process Journal Entries – Panels**

  - **Journal Header**
    At a minimum, PeopleSoft General Ledger journals consist of a header and entry lines. The header contains the information that uniquely identifies the journal-business unit, journal ID, and journal date. It also contains options that allow you to set up adjusting and reversing entries.
Journal Line

Journal entry lines record the monetary amounts and the Cost Center values associated with each transaction. Once you enter Cost Center information individually or by using speed type and the proper account code, your journals are ready for processing.

PREPARATION OF GIFT TRANSMITTALS

- A gift is (check, cash, negotiable stock or bonds) received by the department and should be forwarded through college or division procedures to the Treasurer’s Office with a Gift Transmittal Form.

- Gifts that are sent directly to a faculty or staff member are to be given to the Department Business Administrator who will then process the GTF within twenty four (24) hours of receipt of the gift.

- Receiver of funds will enter the following information on the Cash Receipt book for gifts.
  - Name/Customer Name (Name of Remitter)
  - Purpose
  - Indicate type of payment-Check, Cash or Credit Card
  - Amount Received
  - Account Name and Number to be credited
  - Account code of account credited

NOTE: Do not obliterate any entry in the Cash Receipt Log. Errors should be crossed out and initialed.

- All checks received are to be stamped “For Deposit Only”.

- Complete Gift Transmittal according to University of Houston guidelines.

- All checks will be placed in a sealed Money Bag which will be addressed as follows:
  - To: Donor and Alumni Records 306 McElhinney Hall
  - From: College of Engineering
  - Amount: Dollar amount of checks enclosed
  - Date: Date Deposit prepared

- One (1) copy of Gift Transmittal and one (1) copy of check(s) will be paper clipped and sealed in the bag. The deposit will be delivered by UHPD to the Donor and Alumni Records.
• One copy of the gift transmittal is retained by the department for reconciliation permanent filing.

• One copy of the gift transmittal is retained in the Development files so a thank you letter can be sent to the donor.

DEPOSITS MADE TO ENDOWMENT COST CENTERS (LEDGER 6)
• The deposits should be handled in the same manner as a gift. A Gift Transmittal should be prepared to reflect the correct ledger 6 cost center. If a cost center has not been set-up, you should contact Anne Montgomery in the Treasurer’s Office and request a ledger 6 cost center be created. The Treasurer’s Office should already have the appropriate documents needed to process the request.
• There should not be any deposits made to the ledger 4 cost center which is tied to the ledger 6 endowment cost center at any time. Any questions should be directed to the Director of Business Operations in the College.
• All of these deposits should be transported to Anne Montgomery in the Treasurer’s Office located in room 10F E. Cullen by UHPD.
• See SAM 03.F.02

ISSUED BY:

____________________________________________________________
Director of Business Operations                                           Date

APPROVALS:

_____________________________________________________________
Dean, College of Engineering                               Date

_____________________________________________________________
Senior Vice President for Administration and Finance:       Date