To: Mike Glisson

From: Nancy Do
Department Business Administrator, CAM

Date: September 03, 2009

Sub: Cash handling procedure for CAM

The Center for Advanced Materials has no actual cash transactions. However, the cash handling procedures for the department are in place as follows:

In the event that the department receives a check from membership contributions, we will do the following.

1. Make copy of the check for accounting purposes and for internal records.
2. Stamp the check ‘FOR DEPOSIT ONLY’.
3. Put the appropriate account number (Cost center) on the back of the check.
4. Hand the check to the OCG coordinator for deposit on the same day.
5. At the end of the month, the business administrator will reconcile the internal records against the university records for accuracy.

For any other check, which is very unlikely, we will follow the same steps from 1 to 3 and 5. Step 4, we prepare the general cash receipt for deposit instead of sending it to OCG.

Please contact me if you have any questions regarding our cash handling procedures.

cc: Rhonda Stafford