Memorandum

Date: September 4, 2009
To: Gretta McClain via Selestia Hodge
From: Ellen Lee, Program Mgr
CC: LaSaundra Cotright
Regarding: FY10 Cash Handling Procedures - Center Materials Chemistry

The Center for Materials Chemistry (H0248) does not typically handle cash transactions. In the event of a cash transaction, we would follow the attached cash handling procedures that are set forth in the NSM business handbook.

I can be reached at 713-743-2785 if you may need any additional information.
Policies and Procedures for Receipt, Custody and Deposit of University Funds

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

References: MAPP 01.03.01, MAPP 05.01.01, SAM 03.F.04, Cash Handling Workshop On-line Training

Procedures:

PT. I: General Statement

PT. II: Processing Cash Receipts and Revenue Classification

PT. III: Completing Cash and Check Deposits

PT. IV: Completing Checks and Credit Card Procedures for Research Stores

PT. V: Credit Card Procedures for Non-Research Stores Areas

PT. VI: Gift Transmittal Forms

PT. VII: Tips

III: Completing Cash and Check Deposits

Necessary Items:

1. Deposit Slips are available from the Treasury Office. Deposit Slips can be ordered by sending a memo to Glinna Hilton TREAS2009 with the following information:
   - How many deposit slips you want to order (100 per book, minimum order 200) approximate cost $6.50 each.
   - How your department name should appear (attach current deposit ticket if available).
   - PS Cost Center and FRS Account number to be charged.
   - Your name and telephone number.
   - Processing the Deposit Slips usually takes 10-15 working days.

2. Money Transmittal Forms and Tamper Resistant Bags are available from Student Financial Services (SFA) vault area. Call or email Thelma Jackson-Hightower (x29089 or TLJackso@central.uh.edu) one day prior to ordering your deposit bags or money transmittal forms.
   - Prices are as follows:
     - Deposit Bags: 9" x 12" - $25.00 for 100 bags
     - 10" x 15" - $30.00 for 100 bags
     - Money Transmittal Forms: $20.00 for 200 forms.
   - Prepare a journal entry for the number of bags/forms you will need as follows:
     - Debit: Local Department Cost Center - Account Code 53900
     - Credit: 00730-2080-H0167-E5051-NA - Account Code 53900 - (Speedtype: 36180)
   - Bring a signed copy (signed by Signature Authority) of the Journal Entry to Room 114 of the Welcome Center and ask for Thelma. She will then provide the bags/forms that were ordered and a receipt that must be scanned and uploaded as backup for the journal entry before it can be submitted into workflow.
   - IMPORTANT: Send GL Journal through Path 1 (Dept-General Accounting) in workflow.

Procedures:

1. Complete a PS Journal Entry On-Line. The Bag Number is to be used as the Reference Number on the Header tab. On the Line tab the dept id and date needs to appear in the Description for each Bank line (ex: H0102 – 07/05/2007).

2. Prepare a Deposit Slip. Deposit slips must include: Department Name – PS Journal Reference Number – Bag Number – Transmittal Number (optional). This information should be placed on left hand side of deposit slip above the bank routing number.

3. Cash Deposit form needs to be completed, signed and verified by two individuals (not necessarily a certifying signature), and uploaded. Backup documentation should also be uploaded and attached to the PS Journal. Proper backup for a Cash Deposit Journal is:
   - Deposit Slip
   - Reimbursements to an expense account must include a current copy of the 1074 Report Section 3b (Detailed Transactions - Revenue/Expense)
   - Credits to receivable accounts must include a current copy of the 1074 Report Section 6 (Summarized Balance Sheet)
   - Cash Deposit Form
   - Incident Report and Overage/Shortage Report (Addendum E and F of MAPP 05.01.01). Only if account 50015 is used and the amount is over $20.00.
   - At no time should a copy of the check be used as backup documentation due to the fact it
contains personal information. Personal information includes: social security number, bank account number, credit card numbers, etc.

4. Submit the PS Journal Entry in PS Workflow path #2 (Dept/College/Div - Student Financial Services - Accounting Office).


6. Items to Student Financial Services
   - Attached to tamper-proof bag
     - Copy of PS Journal
     - Copy of Deposit Slip
     - Completed Money Transmittal Form. The "To Office" will be 6 E Cullen.
   - Placed in tamper-proof bag
     - Checks/Cash
     - Original Deposit Slip

7. Items for Departmental files
   - Copy of PS Journal
   - Copy of Deposit Slip
   - Copy of Cash Deposit Form
   - Top copy of Money Transmittal Form - after signed by UHPD
   - Copy of checks (front and back) must be retained in the department for a period of 90 days.
   - Create a Task Reminder and after the 90 day period white out social security numbers leaving the last four (4) digits visible and bank account numbers on copies.

8. Cash and Check Deposits must be picked up by UHPD. Call x30600 when completed - give name – location (bldg and room #) and Telephone #

9. UHPD will sign Money Transmittal Form and return the top copy.

10. When preparing cash deposits, the journal entry should be approved by the Department Approver in workflow before sending the deposit to Student Financial Services (SFS). SFS does not send deposits to the bank until they approve the corresponding deposit journal in workflow. SFS is unable to approve journals in workflow if the Department Approver has not approved the journal. SFS approval in workflow indicates a deposit has been received and sent to the bank. Deposits received in SFS by 2:00 pm will be sent to the bank the same day. Deposits received after 2:00 pm will be sent to the bank the following day. On the last day of the month deposits should be sent to SFS by 12:00 pm to ensure the deposit will be sent to the bank for the current month. If a department is unable to send the deposit to SFS by 12:00 pm on the last day of the month, the deposit journal should be dated the 1st day of the following month. This will ensure the deposit sent to the bank and the deposit journal is recorded in the same accounting period.

**Reconciliation**
Cash Receipt Book and Cash/Check Activity Log will be reconciled against prepared and posted Journal Entries to ensure that all receipts are accountable. This will be accomplished at least once a month.