To: Mike Glisson

From: Debbie Bush
    Office Coordinator, HCC/EIH

Date: August 3, 2009

Sub: Cash handling procedure for EIH/HCC

The Environmental Institute of Houston (H0250) and the Houston Coastal Center (H0271) have no actual cash transactions. However, the cash handling procedures for our departments are in place and as follows:

In the unlikely event that we receive a check, we will do the following.

1. Log the check for accounting purposes and for internal records.
2. Prepare a general cash receipt; stamp the check ‘FOR DEPOSIT ONLY’.
3. Put the appropriate account number (Cost center) on the back of the check.
4. Deposit the check 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.

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

cc: Rhonda Stafford