CASH HANDLING

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

Process/Procedure Categories:
- General Statement
- Definition of Cash
- Cash Handling:
  - General items
  - Checks
- Cash Deposit Procedures
- Gift Transmittal
- Miscellaneous

General Statement
Procedures for handling cash receipts are designed to provide instruction to all IMD employees regarding accountability for cash (monies) received. IMD employees are responsible for complying with the policies and procedures described below and such policies and procedures reflect the accepted standards of university internal controls. Failure to observe these policies and procedures may result in disciplinary action being taken against the employee.

See UH MAPP 05.01.01 for a definitive summary of the university Cash Handling Policy and Procedure. MAPP 05.01.01 is incorporated by reference and intent and definitions shown in 05.01.01(III) retain the same meaning in this document.

Definition of Cash
The term “cash” includes all forms of payment that may be received, excluding internal documents such as Service Center Vouchers and Expenditure Reallocations or Corrections, but including U.S. currency (dollars and coins); personal, business, bank, and cashier’s checks; money orders; travelers’ checks; or foreign drafts (but not foreign currency, i.e., anything that may be presented to a bank for payment.

Cash Handling:
- General items
  Cash is not to be accepted or disbursed by any IMD employee for any purpose unless that employee has been authorized by the IMD Associate Director to handle cash and has completed the required UH Cash Handling training. Any employee authorized to handle cash shall sign Addendum A acknowledging familiarity with and understanding of the UH MAPP 05.01.01 as well as this IMD policy and procedure. Specifically the IMD policy provides for:
    - The retention, or use, of cash received from outside sources for use as petty cash, change-making, or check-cashing purposes is prohibited
    - IMD employees’ obligation to report any suspected irregularity in cash-handling to the IMD Associate Director, or to the UH Treasurer’s Office by means of a Currency Transaction Report (CTR).
    - The collection of fees for the provision of services in IMD may not occur unless there is prior approval from the Director or Associate Director of the Institute and then will be handled in accordance with UH MAPP 05.01.01 (VIII)
- Cash received in IMD where the purpose and/or the recipient cannot be identified shall be referred to the Treasurer’s Office
- A system of checks and balances by requiring that the fund or cash custodian may not be the employee with approval or reconciliation responsibilities for IMD

**Checks**

The following procedures will be observed when accepting checks as payment:

- Must be made out to “University of Houston” and be restrictively endorsed with “For Deposit Only” and the appropriate IMD cost center number immediately upon receipt
- A valid driver license or other picture ID such as a governmental issued by the federal or state government, or a passport must be presented
- A preliminary review of the UH Master Check List to ensure the person/entity is not barred from writing a check

**Cash Deposit Procedures**

Copies of cash handling procedures shall be submitted annually to the Vice President/Vice Chancellor for Research for review and comment. Specifically, IMD cash deposit procedures shall provide that:

- Authorized bank bags should be used to deposit cash
- When cash is received it will be promptly deposited into the appropriate, authorized IMD cost center
- The Program Manager will ensure the safeguarding of all cash in a safe or a locked drawer or file
- All checks are made out to “University of Houston,” restrictively endorsed with “For Deposit Only” and identified with the appropriate IMD cost center
- Cash totaling $100 or more must be deposited with Student Financial Services within one working day
- Cash totaling less than $100 may be held no longer than five working days
- A unique and consecutively numbered receipt be completed, dated, and issued each time cash is received in person, with a duplicate copy maintained as a cash receipts log
- **IMD will normally accept payments/cash in U.S. funds. If foreign drafts (checks) are to be accepted for payment, the Treasurer’s Office should be contacted prior to acceptance. (See UH MAPP 05.01.01[IX][A][5]) for further instruction**

**Gift Transmittal**

Gifts to IMD in the form of cash, checks, negotiable stocks or bonds should be directed to the attention of the IMD Associate Director or Project Manager. The AD or PM will forward to the Treasurer’s Office with a Gift Transmittal Form (GTF), as well as any accompanying documentation, within one working day of receipt. The GTF must include a certifying signature of either the AD or PM indicating that the funds are being deposited into an account in accordance with any applicable funding source restrictions. The Treasurer’s Office will in turn notify the Development Office of the gift transaction.

**Miscellaneous**

- IMD does not maintain either a Petty Cash or Change Fund
- Found monies will be surrendered to the UHPD
- Questions regarding handling of cash within IMD should be directed to the Program Manager