

College of Liberal Arts and Social Sciences
Department of Hispanic Studies
Cash Handling Procedures

Academic Advisor: Graduate Application checks: If received will be received by mail sent directly to Academic Advisor. Steps 1 – 5 are then followed.

Academic Advisor/College Work Study: Credit by Exam checks: Are collected by College Work-Study during the Exam Test Administration and writes receipts with the help of the DBA. Steps 1 – 5 are then followed.

Academic Advisor: Credit by Exam checks for purchase of credit is received in person from the student. Steps 1 – 5 are then followed.

Office Coordinator: Graduate Study Abroad Program: Checks are collected; receipts are made out to students. Steps 1-5 are then followed replacing Academic Advisor for Office Coordinator.

Step1 –

When checks are received Academic Advisor will endorse the check immediately, make sure checks are made payable to UH, write a receipt on a pre numbered receipt book, register the check on the Cash Transmittal form, submit the check(s) and the Cash Transmittal form to Office Coordinator for deposit.

Step 2 –

Office Coordinator: Will keep in safe until the next business day and will verify all checks, Cash Transmittal form and receipt book are all endorsed properly and are accounted for. Office Coordinator will prepare a Journal Deposit and make copies of the checks and black out the account and routing numbers on the copies.

Step 3 –

Department Business Administrator: Will verify checks, deposit slips and the journal for the deposit. The DBA signs the Cash Transmittal form and places all items in the deposit bag to be sealed.

Step 4 –

Office Coordinator: Scans the checks, deposit slip, cash transmittal form and receipts, Office Coordinator submits the journal into work flow to be approved by the DBA. Once approved by the DBA the Office Coordinator then places a call to the UH Police Department to schedule a pick up for a deposit.

Step 5 –

Office Coordinator: On a monthly basis, will reconcile the check receipt log to PeopleSoft reports.

Access To Safe:

Only the Office Coordinator and the DBA for Hispanic Studies have access to combination to the safe.