

Cash Handling Policy

The Department of Biology and Biochemistry will prepare and process cash/checks received in accordance with [NSM Cash Handling Policies and Procedures](#) and [MAPP Policy 05.01.01](#).

These policies include:

- Preparation of a journal to make deposits.
- Use of authorized bank bags obtained by SFS to make deposits.
- Transmission of deposits via the UH Police Department (UHPD).
- Deposit of funds totaling \$100 or more within one (1) business day.
- Deposit of funds totaling less than \$100 within five (5) business days.
- Verification that company/individual is not on the UH master list of bad checks.

Cash Handling Procedures

1. All checks will be received and processed by an authorized Department **Check Receiver**. The responsibility of the check receiver is to verify the checks source and purpose.

Check must be made payable to “University of Houston.”

If the purpose and recipient of a payment cannot be identified, the payment should be immediately sent to the Treasurer’s Office for research and referral to the appropriate department.

2. **Check Receiver** will immediately:
 - a. Verify purpose of the deposit, appropriate cost center, and allowability. Verify appropriate back up documentation has been provided.
 - b. Endorse the check or money order as follows:

For Deposit Only
University of Houston
System
University of Houston
BIOL/BCHS #010
48801545534
 - c. Submit the checks, receipt, and all documentation to the Department **Check Depositor** (the person who will prepare the deposit and journal).
3. **Department Check Depositor** will:
 - a. Compare the checks to the receipts.
 - b. Complete either a PeopleSoft Journal Entry and Cash Deposit Form, or a Gift Transmittal Form (GTF) if the check is a gift.
 - c. Prepare the deposit in accordance with current procedures. Refer to [NSM Cash Handling Procedures](#) for details.
 - e. Enter the deposit in the department’s financial records system (FMP).
 - f. Bring the deposit package to Check Receiver. Check Receiver and Check Depositor reconcile the deposit together to verify:
 - i. *Deposit Slip*: check numbers and amounts match checks.

- ii. *Deposit Slip*: includes Journal #, Transmittal form #, and bag #.
 - iii. Check is properly endorsed.
 - iv. *PS Journal* and *PS Cash Deposit Form* totals match total of checks.
 - v. Upon verification, the checks are placed in the bag and the *PS Cash Deposit Form* is signed by both individuals.
 - g. For cash deposits (PeopleSoft Journal), contact UHPD to pick up and transmit the deposit. Upload documents to PS and submit journal in workflow.
 - h. For gift deposits (GTF), hand deliver the Gift Transmittal Form, check and appropriate back up documentation to the NSM Development Office. Obtain the signature of the person who receives the check on the bottom of the GTF form.
 - i. Submit department copy of the deposit (with signature of UHPD on the Transmittal Form or signature of other individual on the GTF) to the individual responsible for filing/scanning department records.
4. **Department Business Administrator** will:
- a. Review/approve the Journal in PS workflow, verifying
 - i. the correct PS account code is used .
 - ii. two individuals verified the deposit.
 - iii. supporting documents are uploaded.

5. **Department Reconciler.**

On a monthly basis, the Department Deposit Reconciler will ensure the reconciliation of the entries in department's financial records system (FMP) to the university's financial system (PeopleSoft).

If discrepancies are found, they are to be cleared immediately, and department financial records corrected in accordance with UH SAM Policy 03.F.04.