

**CASH HANDLING AND DEPOSIT**

Responsible ADM area(s): Archival Unit  
Office of Admissions

Other areas involved: Student Financial Services

Purpose: To receive and deposit monies paid for: Admission Application fees

Frequency: Ongoing

Reference: University of Houston MAPP 05.01.01 – Cash Handling

**Policy**

A fee is charged for the following goods and services provided by the Office of Admissions  
Undergraduate Application fees  
International admissions fe

In addition, money may be received for:  
Reimbursements and other miscellaneous purposes

Check will be made out to “University of Houston” and restrictively endorsed with “for deposit only” and the department name and/or cost center immediately upon receipt.

All payments received will be secured in a cash register, locked drawer, cabinet, or closet.

Funds will be deposited by the responsible unit when total receipts reach \$100, or at the least, on a weekly basis, in accordance with University of Houston MAPP 05.01.01 - Cash Handling.

Cash – For the purposes of this procedure, cash is defined as currency, checks, or money orders.

**Procedures – General**

Undergraduate domestic application fee is \$50.00 per student. International application fee is \$75.00 per student. The application fees charge must be paid by check, money order by mail or in person in the Welcome Center at the Admissions front desk.

- Application fees received with payments are processed and deposited by Financial Assistant 2.

## Other monies received

- Checks and money orders received miscellaneous other receipts are processed for deposit by the Financial Assistant 2.

Although checks are secured and deposited in accordance with the same general procedure, procedures for receiving monies by different units may be handled slightly differently.

### Procedure – accepting cash for application fees

When application fee Requests are received in the mail and in person with checks, or money orders attached, they are distributed directly to whose staff are responsible for processing the request, and depositing the checks.

The following process is followed by the office of Admissions to secure and deposit the application funds received.

- Upon receipt a payment for the application fee, the staff that's responsible for processing the request verifies the student name and student identification number in PeopleSoft and writes the student ID number on the check, as well as the student name, if different from that on the check. (Attachment B).
- The Admission Assistant enters each cash receipt on a Log indicating the date received if payment received in person at Welcome Center; the date on the check or money order number, the unit accepting the payment; includes student name on UH record, student ID/social security number, and amount paid.
- The Admission Assistant forwards the payment with student record attached to Financial Assistant 2 office. Financial Assistant 2 processes and updates student record in PeopleSoft system.
- Financial Assistant 2 prepares a spreadsheet listing student (last name, first name, PSID#, check/money order #, semester apply, check receive date, amount, check/money order information) and then total the amount of domestic application fee and international application fee.
- Print out the receipt for each student record. Make copy of student record attached with the payment and begin imaging on the UH PeopleSoft system for other Admissions staff to view.
- Remove the check/money order from the student record and use deposit stamp, stamp on the back of each check/money order.
- Count how many checks/money orders for domestic fees and then total. Same steps for the international admissions fees.
- Monies are secured in a safety (locked) box in the Financial Assistant 2 office.
- A deposit is prepared every 48 hours regardless of monies total amount.

A PeopleSoft Journal Entry covering the total of the payments is prepared using cost centers as follows.

- Financial Assistant 2 completes Journal Entries as follows:
- Domestic application fee payments are entered on the Journal to the following cost center:

Bus Unit	Speed type	Acct	Fund	Dept ID	Program
00730	18786	40716	2080	H0210	E0263

The next line indicates the total amount to the bank.

NOTE: Credit amount must match the total debit amount.

- International application fee payments are entered on the Journal to the following cost center:

Bus Unit	Speed type	Acct	Fund	Dept ID	Program
00730	18785	40714	2063	H0210	E0261

The next line indicates the total amount to the bank.

NOTE: Credit amount must match the total debit amount.

Deposit slips are prepared and funds placed in tamper-proof plastic deposit bags as follows:

- Deposit slips (attachment E) and tamper-proof deposit bags are maintained by the Archival unit.
- Along with the journal Cash Deposit Summary Form, Transmittal form, Cash Deposit Summary (Attachment F, G-1, G-2) needs to be filled out and send along with Deposit when security picks up from office.
- At least four legible deposit slips (Attachment E) are prepared that indicate: department name, PS journal reference number, and bag number.

As required by the bank and Student Financial Services:

-Checks and money orders with original deposit slip go into the plastic bag.

-The copy of cash deposit summary form, journal coversheet and deposit slip clipped to the plastic bag.

- The final copy and the print out receipt maintained with the departmental records.

#### Certification

- Original journal, with a copy of the deposit slip, a spreadsheet, checks, money orders, is walked through for certifying signatures of the College Division Administrator or the Provost's Office to verify the checks and money order for the deposit in the Enrollment Business Services office.

### Deposit with Vault

- Checks and money orders go into the bottom of the tamper-resistant plastic deposit bag.
- The original deposit slip is inserted into the deposit bag, and it is secured.
- A Money Transmittal form is prepared. (Attachment F)
- The following deposit documents are clipped together and call the UH police department to deliver the deposit bag to the Student Financial Services Vault Clerk:
  - All four copies of the completed Money Transmittal form.
  - One original People Soft journal, with certification signatures, and one copy of the certified journal with back-up as specified above.
  - One copy of the bank deposit form.

When the UH police pick up the deposit bag, he/she signs and time on the Money Transmittal form as received and returns the white copy of the form to the person whose prepared the cash deposit. The department will attached this form with the payment receipts and the copy of journal to keep for record.