

CASH HANDLING PROCEDURES

OPERATIONAL SUMMARY OFF CAMPUS LOCATIONS- CINCO RANCH AND SUGAR LAND

Cinco Ranch and Sugar Land locations follow MAPP policy for cash handling. Both locations follow Academic Affairs cash handling procedures with the following exceptions:

-Deposits are made directly to the university's designated bank per the procedure listed below in section 4 Preparing Cash Deposit (as referenced in Departmental Cash Handling Guidelines; MAPP 05.01.01-Cash Handling; and SAM 03.F.04).

-The PS Journal is prepared within 1 (one) working day after the deposit is made per section 5 Preparing the PS Journal, since deposits are made directly to the bank and the bank deposit receipt needs to be uploaded into PeopleSoft before approval occurs:

1. Safeguarding Cash- A designated area within the Department should be maintained for the safe-keeping of cash and cash receipts, such as a safe or a locked file cabinet.
2. Receiving cash
 - a. The person receiving the cash cannot be the same person who has the responsibility for preparing the deposit.
 - b. All checks or other negotiable currency must be endorsed immediately upon receipt as follows: Sugar Land stamp (left), Cinco Ranch (right)

**PAY TO THE ORDER OF
BANK OF AMERICA
HOUSTON, TX 77002
FOR DEPOSIT ONLY
UNIVERSITY OF HOUSTON SYSTEM
UNIVERSITY OF HOUSTON
SUGARLAND #116
488038400689**

**PAY TO THE ORDER OF
BANK OF AMERICA
HOUSTON, TX 77002
FOR DEPOSIT ONLY
UNIVERSITY OF HOUSTON SYSTEM
UNIVERSITY OF HOUSTON
CINCO RANCH #117
488038400676**

3. Cash Receipts- A pre-numbered or controlled cash receipt will be issued for each cash transaction.
4. Preparing Cash Deposit
 - a. Count cash and reconcile to cash receipts.
 - b. Prepare original Deposit Slip.
 - c. Scan one original sized copy of deposit slip.
 - d. Make a copy of backup documentation.

- e. Place cash/checks in tamper-proof bag along with the original deposit slip.
 - f. E-mail Treasury, notifying that a deposit is being made. Attach a copy of the deposit slip.
 - g. Deliver to the university's designated bank (by an individual who has completed cash handling training).
 - h. E-mail Treasury, notifying that a deposit has been made. Attach a copy of the deposit slip and the bank deposit receipt.
5. Preparing the PS Journal
- a. Complete an online PS Journal within 1 working day of deposit.
 - b. To PS Journal, upload scanned copies of the bank deposit receipt, the deposit slip and backup documentation.
 - c. Submit Journal through workflow in PS-Finance for approval by persons designated with certifying signature authority.
6. Timeliness of Deposits- All deposits equal to \$100 or more will be deposited within one working day after receipt. Any cash received totaling less than \$100 must be remitted within five working days of receipt.

All employees have an obligation to report any suspected theft, fraud, embezzlement, or any other irregularity causing a loss of cash. Employees who are aware of criminal activity and fail to report such may be subject to disciplinary action. Employees are required to cooperate with any police or audit investigation, and they may be requested, to keep their knowledge of the investigation confidential.