

## CASH HANDLING AND DEPOSIT

Responsible RAR area(s):	Records Processing Unit Office of the Registrar
Other areas involved:	Student Financial Services
Purpose:	To receive and deposit monies paid for: Duplicate Diplomas, Transcripts, Veterans' Certification,
Frequency:	Ongoing
Reference:	University of Houston MAPP 05.01.01 – Cash Handling SAM 03.H.01.4 – Records Retention

### Policy

A fee is charged for the following goods and services provided by the Office of Registration and Academic Records:

Transcripts  
Duplicate Diplomas

In addition, monies may be received for:

Veterans' services  
Reimbursements and other miscellaneous purposes

Checks 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 monies received will be secured in a locked drawer, cabinet, or closet.

Funds will be deposited by the Records Processing unit when total receipts reach \$100, or at the least on a daily 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.

Credit Cards- Are not accepted by mail, fax or over the phone.

### Procedures – General

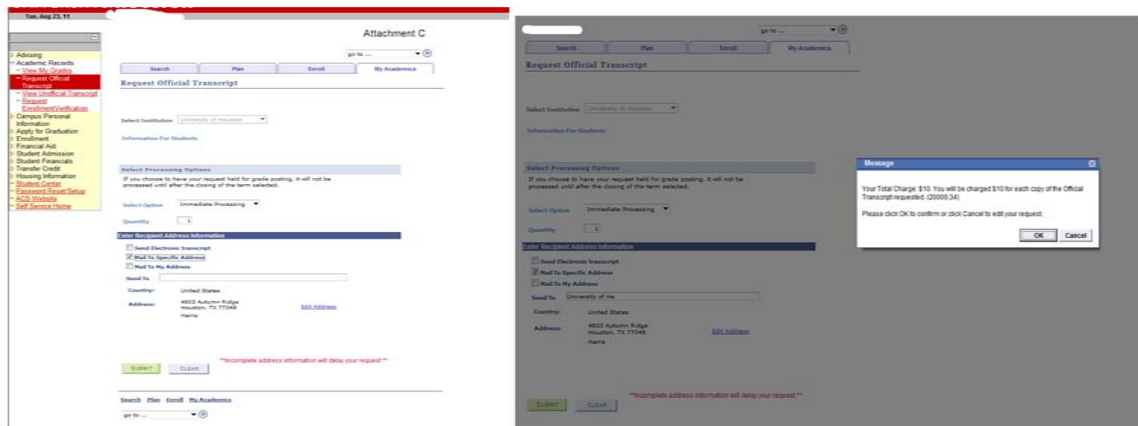
Checks received for veterans' services and miscellaneous other receipts are processed for deposit by the Financial Assistant 2 in the Business Services, Enrollment Management office.

Transcripts are \$10.00 each. The charge may be paid by check, or money order, if the request is made by mail. If the requestor orders the transcript in person at Welcome Center and wishes to pay at that time, he/she will be referred to the Student Financial Services (Cashiers Counter) in Welcome Center where the payment is accepted and credited to the student's account. Otherwise, the requestor will be billed through the student billing system.

If the requestor orders the transcript online and wishes to pay at that time, he/she will be referred to the Student Financial Services where the payment is accepted and credited to the student's account. (Attachment C)

Attachment C

On-line Transcript Request- In the Student Center



Duplicate diplomas are \$25.00 per copy. The duplicate diploma charge must be paid by check, or money order either by mail or in person in the Welcome Center; he/she will be referred to the Student Financial Services (Cashiers Counter) prior to the processing of the duplicate diploma order form. (Attachment D)

Page 1 of 1

**Attachment D**

**Receipt**

<b>Business Unit:</b> 00730	<b>Office:</b> UHM	<b>UH Cashiers Office</b>
<b>Business Date:</b> 08/03/2011	<b>Seq Nbr:</b> 39	<b>Receipt Nbr:</b> 115875
<b>Register:</b> REG2	<b>Cashier:</b> 0788561	<b>Trans Date:</b> 08/03/2011
<b>Trans Type:</b> Student Payment	<b>Status:</b> Posted	<b>Change Due:</b> \$0.00 USD
<b>Ref Nbr:</b>		

<b>ID:</b> 0125068	<b>AI-Jamal,Helmi</b>
<b>Org ID:</b>	

<b>Target:</b>	CHECK	<b>Amount:</b>	\$50.00
<b>Tender:</b>	CHECK	<b>Amount:</b>	\$50.00
		<b>Total:</b>	\$50.00 USD
		<b>Total Tax Included:</b>	

**Procedure for receipt and distribution of mail**

A weekly Records Processing schedule is prepared every Monday by the Records Analyst to show the rotating assignments of opening and distributing mail.

The Records Processing staff member assigned to mail distribution is responsible for picking up mail and documents in the following location:

- Incoming mail box in room 102 E. Cullen

**Procedures**

1. The Records Processing unit staffs assigned will follow the next procedure for opening mail (Attachment A)

*Documents received by mail on an average (business days) total to 50 requests a day by mail.*

Open Mail - Documents received include transcript requests and duplicate diplomas order

- Date Stamp
- Distribute all mail that is not related to transcripts or diplomas to other department
- Staple the check, money order or cash to the front on the request form together with any other form(s), envelopes, etc.
- Document Payment Information at the Bottom of Transcript Request or (Attachment A below)
  - Check Amount
  - Check Number
  - Processed By
  - Third Party-name of company or individual requesting the transcripts
  - No Funds-if student did not include payment with request

ATTACHMENT A

**TRANSCRIPT REQUEST**

Please complete the following information, sign the form and fax to 713 743 9050, mail to Registration & Academic Records, Room 102 E. Cullen Building, Houston, Texas 77284-2027 or in person to the Welcome Center. Effective August 21, 2006, there is a \$10.00 fee per copy of transcript. Payment can be made in person in the Welcome Center, online by logging in to myUH (PeopleSoft) or enclose a check or money order made payable to the University of Houston with your request. For more payment information, please check the Student Financial Services web page.

**Please complete one form for each addressee.**

- Student Name and Information:**  
 First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
 Other names used while in attendance \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 myUH ID # \_\_\_\_\_ or HA# \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Email Address \_\_\_\_\_
- Number of official transcripts requested:** \_\_\_\_\_
- Distribution:**  
 Send electronic SPEEDE transcript if available. \*SPEEDE is the quickest delivery method available. It is used by a majority of Texas colleges and universities, as well as some out of state institutions. Please provide an alternate mailing address below in the event the institution you are requesting does not accept SPEEDE transmissions.  
 Mail to student's mailing address listed above.  
 Mail to address listed below. (Complete address below.)  
 Release directly to student.  
 Addressee \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Country if other than USA \_\_\_\_\_ Date: \_\_\_\_\_
- Student's Signature:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Check/MO# \_\_\_\_\_ AMOUNT \_\_\_\_\_ PROCESSED BY \_\_\_\_\_  
 CHECK DT \_\_\_\_\_ THIRD PARTY? \_\_\_\_\_ THIRD PARTY NAME \_\_\_\_\_

\*State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.

RAR 10/05/09

**UNIVERSITY OF HOUSTON**  
Diploma Order

Please complete the following information, sign the form and mail to Registration & Academic Records, Room 102 E. Cullen Building, Houston, Texas 77284-2027, or fax it to 713.743.9060, or submit in person to the Welcome Center Registration and Academic Records customer service center.

Effective September 1, 2009, there is a \$25.00 fee for each additional diploma ordered. You can submit a check or money order for the amount, made payable to the University of Houston.

If no payment is received with this request, your fee(s) will be billed to your university account. You can pay your university account by logging into your myUH student account. If you need additional assistance paying your university account balance(s) contact Student Financial Services.  
 \*\*Allow approximately three weeks from receipt of your order form to receive your diploma.

**PLEASE COMPLETE THE FOLLOWING INFORMATION:**

Student ID Number \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Please indicate the quantity of diplomas requested with this form (\$25 per diploma): \_\_\_\_\_

Name as listed on university records:  
 \_\_\_\_\_  
 FIRST MIDDLE LAST

Name as it should appear on diploma (if different from university listing, attach proof of name change, i.e., copy of marriage license, divorce papers, court order, etc.)  
 \_\_\_\_\_  
 FIRST MIDDLE LAST

Date of Graduation \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_  
 Degree received \_\_\_\_\_ Honors (if any) \_\_\_\_\_  
 College \_\_\_\_\_ Major \_\_\_\_\_  
 Diploma Shipment Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Student Signature (required) \_\_\_\_\_ Date: \_\_\_\_\_

Please select reason for diploma order:  Duplicate  Never Received original  Lost/Damaged original

Incorrect information on original  Other \_\_\_\_\_  
\*These fees require that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under sections 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.

RAR office use only MSOD \_\_\_\_\_ DODSD \_\_\_\_\_  
 Comment(s) \_\_\_\_\_

RAR 8/2009

- E. Sort-Decide which system the student records are in
  1. Write UHID or PeopleSoft ID on front of the check as applicable
  2. Indicate P, if PeopleSoft include PS#
  3. Indicate G, if Gertrude include HA# and PS# if available

**UH G-PRC TRANSCRIPT REQUEST**

*Gonzalez*

Please complete the following information, sign the form and fax to 713 743 9680, mail to Registration & Academic Records, Room 102 E, Callen Building, Houston, Texas 77204-2027 or in person to the Welcome Center. Effective August 21, 2008, there is a \$10.00 fee per copy of transcript. Payment can be made in person in the Welcome Center online by logging in to myUH (PeopleSoft) or enclose a check or money order made payable to the University of Houston your request. For more payment information, please check the Student Financial Services web page.

Please complete one form for each address. *HA 0845600*

1. Student Name and Information:  
 First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_  
 Other names used while in attendance \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 myUH ID # \_\_\_\_\_ or HA# \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Email Address \_\_\_\_\_

2. Number of official transcripts requested: *1 SCALE*

3. Distributions:  
 Send electronic SPEEDE transcript if available. \*SPEEDE is the quickest delivery method available. It is used by a majority of Texas colleges and universities, as well as some out of state institutions. Please provide an alternate mailing address below in the event the institution you are requesting does not accept SPEEDE transmissions.  
 Mail to student's mailing address listed above.  
 Mail to addressee listed below. (Complete address below)  
 Release directly to student.  
 Address: \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP *76106*  
 Country if other than USA \_\_\_\_\_

4. Student's Signature: \_\_\_\_\_ Date: *3-29-2010*

*Do Honor - NO PS*

**FOR OFFICE USE ONLY**

Check # *1170* AMOUNT *10* PROCESSED BY \_\_\_\_\_  
 CHECK DT *3-29-10* THIRD PARTY? \_\_\_\_\_ THIRD PARTY NAME \_\_\_\_\_

**UNIVERSITY OF HOUSTON Diploma Order**

*LeRose*

Please complete the following information, sign the form and mail to Registration & Academic Records, Room 102 E, Callen Building, Houston, Texas 77204-2027, or fax it to 713.743.9050, or submit in person to the Welcome Center Registration and Academic Records customer service counter.

Effective September 1, 2009, there is a \$25.00 fee for each additional diploma ordered. You can submit a check or money order for the amount, made payable to the University of Houston.

If no payment is received with this request, your fee(s) will be billed to your university account. You can pay your university account by logging into your myUH student account. If you need additional assistance paying your university account balance(s) contact Student Financial Services.

\*\*Allow approximately three weeks from receipt of your order form to receive your diploma.

**PLEASE COMPLETE THE FOLLOWING INFORMATION:**

Student ID Number *0190108* Date of Birth \_\_\_\_\_  
 Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Please indicate the quantity of diplomas requested with this form (\$25 per diploma): *2*  
 Name as listed on university records:  
 FIRST MIDDLE LAST  
 \_\_\_\_\_  
 Name as it should appear on diploma (if different from university listing, attach proof of name change, i.e., copy of marriage license, divorce papers, court order, etc.)  
 FIRST MIDDLE LAST  
 \_\_\_\_\_  
 Date of Graduation \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_  
 Degree received \_\_\_\_\_ (if any)  
 College \_\_\_\_\_  
 Diploma Shipment Address \_\_\_\_\_  
 Student Signature (required) \_\_\_\_\_ Date: \_\_\_\_\_  
 Please select reason for diploma order:  Duplicate  Never Received original  Lost/Damaged original  
 Incorrect information on original  Other  
\*State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.001 and 552.003 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.\*

RAR office use only: MSOD: \_\_\_\_\_ DODSD: \_\_\_\_\_  
 Comments: *Ch# 1168 Am# 1150 d*

RAR 8/2009







ATTACHMENT B

UNIVERSITY OF HOUSTON  
OFFICE OF REGISTRATION & ACADEMIC RECORDS #090  
P. O. BOX 888  
HOUSTON, TX 77001-0888

Bank of America

TR (540740105)  
DO NOT USE FOR  
PRE-RECORDED ITEMS

TOTAL \$

#00000000060# #540740105# 488015456038#

Attachment G

UNIVERSITY of HOUSTON

MONEY TRANSMITTAL

No 186712



BAG NUMBER \_\_\_\_\_  
DATE \_\_\_\_\_

OFFICE	NO. OF ITEMS	SAID TO CONTAIN	PREPARED/RECEIVED	UHS	TIME
From		\$			
To		\$			
From		\$			
To		\$			

**A PeopleSoft Journal Entry covering the total of the payment is prepared using cost centers as follow. See Attachment D for an example of a journal entry.**

ATTACHMENT D

Page 1 of 1

Header BU: 00730 University of Houston System Run Date: 03/15/2011  
Fiscal Year: 2011 JOURNAL ENTRY DETAIL Run Time: 12:45:11  
Acctg Period: 7

Journal ID: 0002072850 Reversal: None Ledger Group: ACTUALS  
Date: 03/15/2011 Reversal Date: Created By: 0085305 Galvan,Celia I  
Source: ACA Budget Adjust Type: Actuals Post Date:

Header Ref: 05187886 Edit / Hdr Status: Valid BCM Status: Valid  
Description: H0211 Transcript Cash CG 3-15-11 BCM Bypass: N

Line #	Account	Line BU	Fund	Deptid	Prog	Bdgt Ref.	Project	Line Ref	Chart	Line Description	Amount
1	40719	00730	2080	H0211	E0259	BF2011	NA			UG-UH-TRANSCRIPT FEE	-150.00
2	10510	00730	BANK			BF2011				H0211 cg 3-15-11	150.00
3	10100	00730	2080			BF2011				CLAIM ON CASH	150.00
4	10100	00730	BANK			BF2011				CLAIM ON CASH	-150.00

Totals for Journal: 0002072850 Total Lines: 4 Total Base Debits: 300.00 Total Base Credits: 300.00

Signatures \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PS Approval:  
Created By: 0085305 Galvan,Celia I Date Printed: 03/15/2011 Jnl. Dt.: 03/15/2011

Step	Status	Date Timestamp	User ID	Name
0	I	03/15/2011 12:27 PM	0085305	Galvan,Celia I
01	A	03/15/2011 12:38 PM	0091977	Roch,Paul M
02	P	03/15/2011 12:27 PM		
03	P	03/15/2011 12:27 PM		

Comments  
03-15-11 12:27 PM : Dept/Coll/Div - Stu Fin - Accounting Office : Approve : Galvan,Celia I:  
03-15-11 12:38 PM : Dept/Coll/Div - Stu Fin - Accounting Office : Approve : Roch,Paul M:

- A. Header Reference numbers are sequential numbers maintained separately by the Records Processing Staff
- B. The preparer enters her name in the format assigned by People Soft in the "Created By" field
- C. Records Associate 2 / Records Assistant complete Journal Entries as follows:

Duplicate Diploma payments are entered on the Journal to the following cost center:

Bus Un	Speed type	Acct	Fund	DeptID	Program
00730	51180	40720	2170	H0211	E0259

The next line indicates the total amount to the bank.

NOTE: Credit amount must match the total debit amount.

- D. Records Associate 2 / Records Assistant complete Journal Entries as follows:

Payment for HA (former student) transcripts that are not entered into the PS system\* are deposited to the following cost center:

Bus Un	Speed type	Acct	Fund	DeptID	Program
00730	51180	40719	2170	H0211	E0259

\*As described above.

Financial Assistant 2 in the Business Services, Enrollment Management office completes Journal Entries as follows:

Payments for veterans' services, reimbursements, or other services are deposited to the following cost center:

Bus Un	Speed type	Acct	Fund	DeptID	Program
00730	51180	43645	2170	H0211	E0259

One original journal with certifying signatures is required by the Vault for making cash deposits, and one copy of the journal



The original journal (which will be forwarded to Accounts Payable for entry into PeopleSoft) must have, at a minimum, as back-up: a copy of the deposit slip which is taped to a letter-sized sheet of paper or copied on a letter-sized sheet stapled to it in the upper left-hand corner.

No additional back-up documents are required to be attached to the original journal by the Provost's Office, the Vault, or Accounts Payable. (Additional back-up may be provided – a copy of all related checks, a copy of receipts for currency.)

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 Records Processing Unit.
- Along with the journal Cash Deposit Summer form, Transmittal form, and Cash Deposit Summary (Attachment F, G-1,G-2) need to be filled out and send with Deposit when an officer to pick up the deposit.

As required by the bank and Student Financial Services:

- An original goes into the plastic bag with the checks.
- One is clipped to the journal copy and goes to the Vault with the deposit.
- One is taped to an 8 ½ x 11 piece of paper and goes with the original journal to the Vault (to be forwarded to Accounts Payable).
- The final copy is maintained with the departmental records.

#### Deposit with Vault

- Checks and currency with the tapes wrapped around them are separated; checks go into the bottom of the tamper-resistant plastic deposit bag; currency goes in the top.
- The original deposit slip is inserted into the deposit bag, and it is secured.
- A Money Transmittal form is prepared. (Attachment G)
- The following deposit documents are clipped together and hand carried with the secured bank 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

Upon receipt the Vault Clerk signs the Money Transmittal form as received and returns the white and pink copies of the form to the person delivering the deposit.

#### Posting to students' accounts

Copies of the Monies Received forms (covering monies received for Transcripts and Duplicate Diplomas), with a copy of the journal posting the monies to PeopleSoft attached, and are provided to the Student Financial Services Financial Assistant/Posting Clerk for posting the payments to the students' accounts in the student financial system.

#### Maintaining files of cash deposits

Copies of all transactions—journals, deposit slips, checks, receipts are maintained with the plastic strip indicating the number of the bank bag in the separate files of those making the deposits – Records Processing Unit in the Registrar's Office.

University of Houston  
Cash Deposit Summary Form

DeptID: \_\_\_\_\_ Dept Name: \_\_\_\_\_

Bag #: \_\_\_\_\_ Journal ID: \_\_\_\_\_

**CHECKS**

	<i>Check #</i>	<i>Check Date</i>	<i>Date Check Received</i>	<i>Name</i>	<i>Description</i>	<i>Amount</i>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Total Checks \_\_\_\_\_


Total Deposit Amount \_\_\_\_\_

I certify that I independently verified that the amount of the currency and checks placed in the deposit bag matches the amount above.

\_\_\_\_\_  
Name of 1st Authorized Person                      Signature                      Date

\_\_\_\_\_  
Name of 2nd Authorized Person                      Signature                      Date

Revised 03/2011

 <b>Header BU:</b> 00730 <b>Fiscal Year:</b> 2011 <b>Acctg Period:</b> 7	<b>University of Houston System</b> <b>JOURNAL ENTRY DETAIL</b>	<b>Run Date:</b> 03/15/2011 <b>Run Time:</b> 12:45:11
---	--	--

**Journal ID:** 0002072850      **Reversal:** None      **Ledger Group:** ACTUALS  
**Date:** 03/15/2011      **Reversal Date:**      **Created By:** 0085305 Galvan,Celia I  
**Source:** ACA      **Budget Adjust Type:** Actuals Post Date:

**Header Ref:** 05187886      **Edit / Hdr Status:** Valid      **BCM Status:** Valid  
**Description:** H0211 Transcript Cash CG 3-15-11      **BCM Bypass:** N

Line #	Account	Line BU	Fund	DeptId	Prog	Bdgt Ref.	Project	Line Ref	Chart	Line Description	Amount
1	40719	00730	2080	H0211	E0259	BF2011	NA			LQ-H-TRANSCRIPT FEE	-150.00
2	10510	00730	BANK			BF2011				H0211 cg 3-15-11	150.00
3	10100	00730	2080			BF2011				CLAIM ON CASH	150.00
4	10100	00730	BANK			BF2011				CLAIM ON CASH	-150.00


**Totals for Journal:** 0002072850      **Total Lines:** 4      **Total Base Debits:** 300.00      **Total Base Credits:** 300.00

**Signatures** \_\_\_\_\_      **Date** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**PS Approval:** \_\_\_\_\_  
**Created By:** 0085305 Galvan,Celia I      **Date Printed:** 03/15/2011      **Jrnl. Dt.:** 03/15/2011

Step	Status	Date Timestamp	User ID	Name
0	I	03/15/2011 12:27 PM	0085305	Galvan,Celia I
01	A	03/15/2011 12:38 PM	0091977	Roch,Paul M
02	P	03/15/2011 12:27 PM		
03	P	03/15/2011 12:27 PM		

**Comments**  
 03-15-11 12:27 PM : Dept/Coll/Div - Stu Fin - Accounting Office : Approve : Galvan,Celia I:  
 03-15-11 12:38 PM : Dept/Coll/Div - Stu Fin - Accounting Office : Approve : Roch,Paul M:

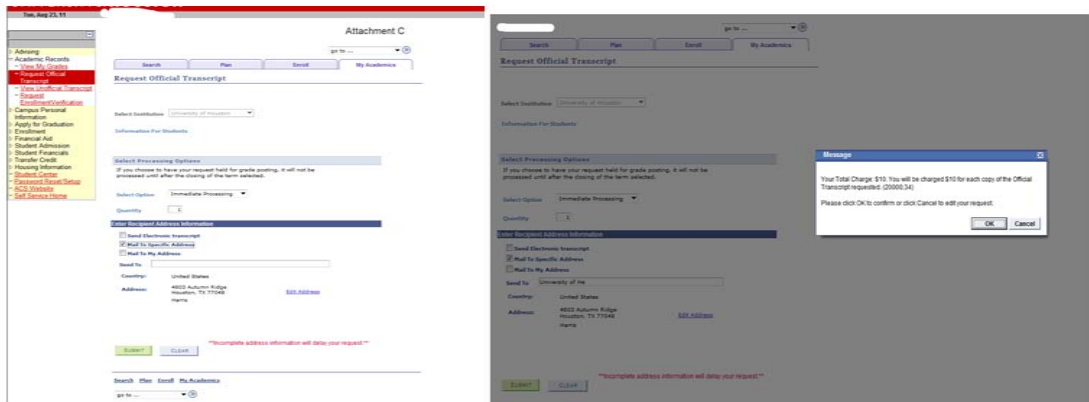
Attachment G

**UNIVERSITY of HOUSTON**      **MONEY TRANSMITTAL**  
      **No 186712**  
**BAG NUMBER** \_\_\_\_\_  
**DATE** \_\_\_\_\_

OFFICE	NO. OF ITEMS	SAID TO CONTAIN	PREPARED/RECEIVED	UHS	TIME
From		\$			
To		\$			
From		\$			
To		\$			

Attachment C

On-line Transcript Request- In the Student Center





Attachment A



TRANSCRIPT REQUEST

Please complete the following information, sign the form and fax to 713 743 9050, mail to Registration & Academic Records, Room 102 E. Cullen Building, Houston, Texas 77204-2027 or in person to the Welcome Center. Effective August 21,2006, there is a \$10.00 fee per copy of transcript. Payment can be made in person in the Welcome Center, online by logging in to myUH (PeopleSoft) or enclose a check or money order made payable to the University of Houston with your request. For more payment information, please check the Student Financial Services web page.

Please complete one form for each addressee.

1. Student Name and Information:

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_
Other names used while in attendance \_\_\_\_\_
Mailing Address \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_
myUH ID # \_\_\_\_\_ or HA# \_\_\_\_\_
Date of Birth \_\_\_\_\_ Phone Number \_\_\_\_\_
Email Address \_\_\_\_\_

2. Number of official transcripts requested: \_\_\_\_\_

3. Distribution:

\_\_\_\_\_ Send electronic SPEEDE transcript if available. \*SPEEDE is the quickest delivery method available. It is used by a majority of Texas colleges and universities, as well as some out of state institutions. Please provide an alternate mailing address below in the event the institution you are requesting does not accept SPEEDE transmissions.
\_\_\_\_\_ Mail to student's mailing address listed above.
\_\_\_\_\_ Mail to addressee listed below. (Complete address below.)
\_\_\_\_\_ Release directly to student.
Addressee \_\_\_\_\_
Street \_\_\_\_\_
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_
Country if other than USA \_\_\_\_\_

4. Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY
Check/MO# \_\_\_\_\_ AMOUNT \_\_\_\_\_ PROCESSED BY \_\_\_\_\_
CHECK DT \_\_\_\_\_ THIRD PARTY? \_\_\_\_\_ THIRD PARTY NAME \_\_\_\_\_

\*State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect."

RAR 10/30/09



UNIVERSITY OF HOUSTON  
Diploma Order



Please complete the following information, sign the form and mail to Registration & Academic Records, Room 102 E. Cullen Building, Houston, Texas 77204-2027, or fax it to 713.743.9050, or submit in person to the Welcome Center Registration and Academic Records customer service counter.

Effective **September 1, 2009**, there is a \$25.00 fee for each additional diploma ordered. You can submit a check or money order for the amount, made payable to the *University of Houston*.

If no payment is received with this request, your fee(s) will be billed to your university account. You can pay your university account by logging into your [myUH](#) student account. If you need additional assistance paying your university account balance(s) contact [Student Financial Services](#).

\*\*Allow approximately three weeks from receipt of your order form to receive your diploma.

**PLEASE COMPLETE THE FOLLOWING INFORMATION:**

Student ID Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Please indicate the quantity of diplomas requested with this form (\$25 per diploma): \_\_\_\_\_

Name as listed on university records:

\_\_\_\_\_  
FIRST MIDDLE LAST

Name as it should appear on diploma (if different from university listing, attach proof of name change, i.e., copy of marriage license, divorce papers, court order, etc.)

\_\_\_\_\_  
FIRST MIDDLE LAST

Date of Graduation \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

Degree received \_\_\_\_\_ Honors (if any) \_\_\_\_\_

College \_\_\_\_\_ Major \_\_\_\_\_

Diploma Shipment Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature (required) \_\_\_\_\_ Date: \_\_\_\_\_

Please select reason for diploma order:  Duplicate  Never Received original  Lost/Damaged original

Incorrect information on original  Other \_\_\_\_\_

*"State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under sections 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect."*

RAR office use only: MSOD: \_\_\_\_\_ DODSD: \_\_\_\_\_  
Comment(s): \_\_\_\_\_

RAR 8/2009