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.

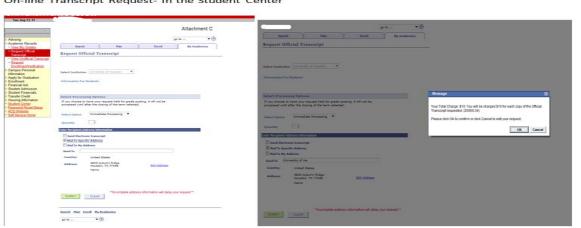
 \underline{Cash} – For the purposes of this procedure, cash is defined as currency, checks, or money orders. <u>Credit Cards-</u> Are not accepted by mail, fax or over the phone.

Procedures – General

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

<u>Transcripts</u> 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)



<u>Duplicate diplomas</u> 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)

Tender:	CHECK			A Tota	mount:	\$50.00	USI
Target:	CHECK			А	mount:	\$50.00	
ID: Org ID:	0125068		Al-Jamal	,Helmi			
Trans Type: Ref Nbr:	Student Payment			Trans Date: Status: Change Due:	08/03/2011 Posted \$0.00	USD	
Register:	REG2			Cashier:	0788561		
Business Date:	08/03/2011	Seq Nbr:	39	Receipt Nbr:	115875		
Business Unit:	00730			Office:	UHM	UH Cashiers Of	fice
			F	Receipt	Atta	chment D	
Student Receip	pt					Page	e 1 of

On-line Transcript Request- In the Student Center

Attachment C

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

ATTACHMENT A	i titr	UNIVERSITY OF HOL	JSTON
	भग	Diploma Order	4
TRANSCRIPT REQUEST	Base complete the following inform	nation sim the form and mail to Per	istration & Academic Records, Room 10
se complete the following information, sign the form and fax to 713 743 9050, mail to Registration & Academic ords, Room 102 E. Culten Building, Houston, Texas 77204/2027 or in person to the Welcome Center.		7204-2027, or fax it to 713.743.9050	, or submit in person to the Welcome Cer
ords, Room 102 E. Callen Belding, Houston, Teast 7728-2427 or 19 person to use made in person in the Welcome Center, citic August 21,2006, there is \$15,000, of the per gooy of Insearch Person in the Welcome Center, citic August 21,2006, there is \$15,000, place that the Starley Center made in person in the University of Houston with request. For more symmetri information, place that the Starley Center Timutal Starley works we have a starley of the symmetri information place that the Starley Timuta Starley Center works and the starley of the starley of the starley of the starley of the starley of Houston with request. For more symmetri information, place that the Starley of the starl	money order for the amount, made p	ayable to the University of Houston.	iploma ordered. You can submit a check or
ase complete one form for each addresses.	university account by logging into ye account balance(s) contact Student F	our myUH student account. If you ne mancial Services.	er university account. You can pay your ed additional assistance paying your univer-
Student Name and Information:	**Allow approximately three weeks from	in receipt of your order form to receive y	sız diploma.
First Middle Last	PLEASE COMPLETE THE FOLD	LOWING INFORMATION:	
Other names used while in attendance	Student ID Number	Date of Birth	
Mailing Address	Email Address	Phone Namb	π
State ZIP	Please indicate the quantity of diplor	100 C C C C C C C C C C C C C C C C C C	
myUH ID # or HA#			aprendy
Date of Birth Phone Number	Name as listed on university seconds:		
Email Address	FIRST	MIDDLE	LAST
Number of official transcripts requested:	Name as it should appear on deploma i.e., copy of marriage license, divorce		ittach proof of name change,
Distribution:		allen i	
Send electronic SPEEDE transcript if available. *SPEEDE is the quickest delivery method	FIRST	MIDDLE	LAST
control electronics of Levin Control of Levin Control and Control of Levin	Date of Graduation Seme	nter Year	
Please provide an alternate mailing address below in the orbit the antitation you are up to be a set of the se	Degree received		
Mail to student's mailing address listed above.			
Mail to addressee listed below. (Complete address below.)	College	Major	
Release directly to student.	Diploma Shipment Address		
Addressee	· · · · · · · · · · · · · · · · · · ·		
Street			
Plata 7/P			
CityStateZIP	Student Signature (required)		Date:
Country if other than USA	Please select season for diploma order:	Duplicate Diverse Received on	ginal 🔲 Loss Damaged original
Student's Signature: Date:	Incorrect information on original	C Other	
THE OWNER HER ONLY	"Inste law requires that you be informed of a	by following: (1) with first properties: you are	entitled on request to be informed about the 31 and 552.028 of the Gevernment Code, you are
FOR OFFICE USE ONLY PROCESSED BY PROCESSED PROC	entitled to receive and review the information correct information about you that is incorre	c and (3) under sections 559,004 of the Gene	mment Code, yes are entitled to have the University
beck/MOWTHIRD PARTY ?THIRD PARTY NAME			
	RAR office use only: MS	SOD:	DODSD
tate law requires that you be informed of the following: (1) with few exceptions, you are estibled on request to be information the information the alternity collese about you by use of this form; (2) under rections 572.02) and 572.023 of the Operational Cole; you are included to recorden and where the domains; and (1) under actions 593.00 of the Govername Cole; you are andicided to have belowing over the information actions are not when the information; and (1) under actions 593.00 of the Govername Cole; you are andicide to have belowing over the information actions are not the information of the information of the information of the information of the information and the information of	Comment(s)		
	National Activity of the second se		

- 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

	Gonzalez	VIVERSITY OF HOUSTON Diploma Order Please complete the following information, sign the form and mail to Registration & Academic Records, Room 102 E. Callen Balding, Howaton, Texas 7724-2027, or fax it to 713.743.9889, or submit in person to the Welcome Center Registration and Academic Record customer service counter.
	Plates complete the following information, sign the form and fax to 713 743 9430, mult to Registration & Academic Recards, Room 102 E. Chilles Railding, Houston, Testo 7720+2007 or in person to the Walcome Center. Effective August 23,0006, there is a \$10,000 fee per copy of Intercipit Psymmi can be made in person in the Walcome Center. Stiffective August 23,0006, there is a \$10,000 fee per copy of Intercipit Psymmi can be made in person in the Walcome Center. Stiffective August 23,0006, there is a \$10,000 fee per copy of Intercipit Psymmi can be made in person in the Walcome Center. Stiffective August 23,0006, there is a \$10,000 fee per copy of Intercipit Psymmi can be made in person in the Walcome Center. Stiffective August 23,0006, there is a \$10,000 fee per copy of Intercipit Psymmi can be made in person in the Walcome Center. Stiffective August 23,0006, there is a \$10,000 fee per copy of Intercipit Psymmi can be made in person in the Walcome Center. Stiffective August 24,000 fee person in the Walcome Center Financial Services web parts. His OKY 56,000 fee person formation, place there is the August 24,000 fee person formation and the state of the Center Financial Services web parts.	Effective <u>September 1, 2009</u> , 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 foc(s) will be billed to your university account. You can pay your university account by logging into your <u>mul.[4]</u> student account. If you need additional assistance paying your university account bulned;) contact. <u>Student Financial Structures</u> . "Allow approximately drev weeks from needpt of your order form to receive your diploma. PLEASE COMPLETE THE FOLUMENT NEW
	701	
	1. Studret Name and Information:	Student ID Number 0190108 Date of Birth
	FirstLest	Email Address Phone Number
	Other names used while in attendance	Please indicate the quantity of diplomas requested with this form (\$25 per diploma):
	Mailing Address	Name as listed on university records:
	CitySialeZIP	
	myUNID#	FIRST MIDDLE LAST
P.C.	Date of Bink	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.)
h	2. Number of official transcripts requested: 1 's eALES"	FIRST MIDDLE LAST
L	3. Distribution: HUBYDQOO	Date of Graduation Year
1	Send elevarunic SPEEDE transcript if available. *SPEEDE is the quickest delivery method	Degree received hnors (i/ any)
200	available. It is used by a majority of Tersas colleges and universities, as well as some out of static institutions. Please provide an alternate mailing address below in the event the institution you are requesting does not accept SPEEDE transmissions.	College
1	Mail to student's mailing address listed above. Mail to understee listed below. (Complete address below.)	1
1	Release directly to student	·
	Addressee	Student Signature (required) Date:
A.	Street	Please select reason for diploma order: 🖸 Duplicate 🛛 Never Received original 🗆 Lost/Damaged original
X		Incorrect information on original Other
Ø	City	"State for repires that you're informad of the following; (1) with free acceptions, you ar entifled on repuest to be informed alous the hybranion the University allous alous you you of this farm. (1) wather accisions (5), 001 and 55,003) of the Covernment Cade, you are entitled to rective and writer has hybranices, and (1) wather sections (59,004 of the Covernment Cade, you are entitled to have the University coversal offerentiate nodes you have also meets."
X	/	RAR office use only: MSOD: DODSD:
2	4. Student's Signature: (1 / J / J / J J / J / J / J / J / J / J	Comments: <u>Cht#1168_Gunt #50, ==</u>
*	FOR OFFICE USE ONLY	RAR 8/2009
U	CEVER.MOA 11-70 AMOUNT PROCESSED BY	
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IF.

Procedures---spreadsheet/deposit

2. The following process is forwarded to Records Processing unit staffs assigned to prepare spreadsheet for the week :(Attachment B)

- 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 are secured in the locked closet behind the Records Analyst desk.

SPREADSHEET/DEPOSIT MUST BE SUBMITTED DAILY.

**When the total of funds reaches \$100 or more by the end of the day or at the latest, a deposit will be prepared and made the following morning.

Prepare spreadsheet listing the following columns:

- A. Date of deposit
- B. Date of Check/Date Check Received
- C. First and Last Name of Student-Note –list former name if different than name on the check
- **D. UH ID or PeopleSoft ID**
- E. Amount of check (Cash payment should be entered on the spreadsheet the same as checks)
- F. Spreadsheet must be totaled (Calculator tapes are run for the Monies received)
- G. Make one copy of each check (PS/HA)
- H. Place your initials at the bottom on the spreadsheet
- I. Save a copy each spreadsheet on "R" drive. File name should contain the date as shown: AUG 15 PSID CHECKS (your initials) or AUG 15 UHID CHECKS (your initials).
- J. A second Records Processing staff will audit the spreadsheet to verify all information is accurate and make deposit.

Attachment **B** REVIEWED BY_____



NOV 10 PSID CHECKS MB

3. The following process is forwarded to Records Processing unit staffs who are assigned to prepare deposit for the week: :(Attachment B, E and G1)

- K. Reference Spread Sheet prepared for daily deposit
- L. HA check removed the bank routing and account number prior to the documents being uploaded to PeopleSoft
- M. Make copies of spreadsheet two PS copies one copy for S F S and one for our record HA spreadsheet make one copy for Financial Assistant 2 in the Business Services, Enrollment Management office
- N. Attach adding machine tape listing all checks total. Note: For check that for multiple students, enter each amount (student) separately.
- O. Place your initials on top right hand corner of spreadsheet as indicated
- P. Prepare deposit slip, transmittal slip, bag, UH Cash Deposit Form, and Spreadsheet(Attachment B.E, and G1)
- Q. Deposit slip and detailed tape scan to your file and email it as an attachment along with the spreadsheet from the R-Drive to the Student Financial Services department.
- **R.** Call the University of Houston Police (UHPD) at 0-600 for an officer to pick up the deposit.
- S. Upon receipt the University of Houston Police signs the Money Transmittal form as received and returns the white copies of the form to the Records Processing staff prepare deposit.(Attachment G)
- T. File documents in cabinet inside secured room 101 E Cullen.

TRANSCRIPTS CHECKS SPREADSHEET

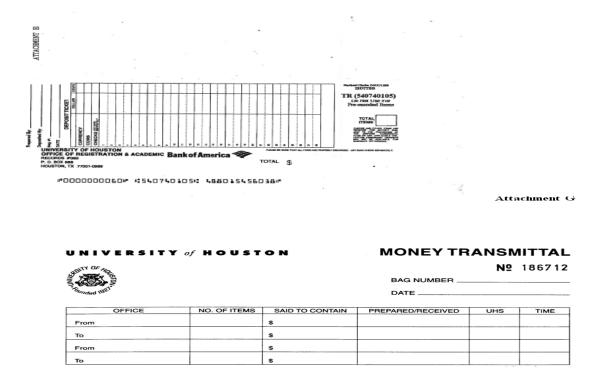
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Attachment **B** REVIEWED BY LC

NOV 10 PSID CHECKS MB



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

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ine #	Account 40719 10510 10100 10100	Line BU 00730 00730 00730 00730	Fund 2080 BANK 2080 BANK	Deptid H0211	Prog E0259	Bdgt Ref BP2011 BP2011 BP2011 BP2011 BP2011	Project NA	Line Ref	Chart.	Line Desc UG-UH-T H0211 cg CLAIM O CLAIM O	RANSC 3-15-11 N CASH	1	Amoun -150.0 150.0 150.0 -150.0
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- 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. <u>Records Associate 2 / Records Assistant complete Journal Entries as follows:</u>

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 <u>not entered into the PS system</u>* are deposited to the following cost center:

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

*As described above.

<u>Financial Assistant 2 in the Business Services, Enrollment Management</u> 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 $8\frac{1}{2} \times 11$ 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.

ATTACHMENT G-2

University of Houston Cash Deposit Summary Form

DeptID: _____ Dept Name: _____

Bag #: Journal ID:

CHECKS

c	Check # Check Date		Date Check Check Date Received		Description	Amount	
1							
2	1.1.2				第175章 小学校的关系。		
3							
4		and the second second					
5	SHE ARE AREAS	Design in the second second					
6	1992年1月1日年1月	and the second second	Belegent weight of		a superior and the second second	1	
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20	1000						
2	Part Part			ALC: NO DECISION AND A	Total Chashs	Contrast (Constanting and South State	

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

Name of 2nd Authorized Person

Signature

Date

Date

Revised 03/2011

August 15, 2012 [RAR PROCEDURES]

								ATTAC	HMENT		гадстог
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Journal ID: Date: Source:	0002072 03/15/201 ACA					rsal Dat			Ledger Group: Created By: Post Date:	ACTUALS 0085305 Ga	ılvan,Celia 1
Header Ref: Description:			Cash CO	3 3-15-		/ Hdr St	atus:	Valid	BCM Status: BCM Bypass:	Valid N	
Line # Account 40719 10510 3 10100 10100 Totals for J	00730 00730 00730 00730	Fund 2080 BANK 2080 BANK	Deptid H0211	Prog E0259	Bdgt Ref. BP2011 BP2011 BP2011 BP2011 BP2011 Lines: 4	NA	Line Ref Base Det		UG-UH-TRÀNSC H0211 cg 3-15-11 CLAIM ON CASI CLAIM ON CASI	н	Amour -150.0 150.0 150.0 -150.0 300.00
Signatures		1 1010 D							2 2		
PS Approv Created By		Galvan,	Celia I		D	ate Print	ted: 03/1	15/2011	Jrnl. I)t.: 03/15/20	
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Step	Status	Date Timestamp	User ID	Name	
0	I	03/15/2011 12:27 PM	0085305	Galvan,Celia I	
G1	A	03/15/2011 12:38 PM	0091977	Roch, Paul M	
02	P	03/15/2011 12:27 PM			
03	Р	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

INIVERSITY of HOUSTON

MONEY TRANSMITTAL Nº 186712



BAG NUMBER _____

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

Attachment C

On-line Transcript Request- In the Student Center

Advang Academic Records	Attachment C	park	
- Vector Monosci - Vector Monosci	Request Office Transfer		
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	"Sample 12500" (International Statements of Data (International Statements of Data) (I	"Transfers abbra intensities at any normality"	





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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	e in attendance		
City			
myUH ID #		or HA#	
Date of Birth			
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.

	Aail to addressee listed below. (C Release directly to student.	omplete address below.)		
Addressee				_
Country if othe	er than USA			
. Student's Signature:		Date:		
	FOR OF	FICE USE ONLY		
Check/MO#	AMOUNT	PROCESSED B	¥	
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

Щ	UNIVERSITY C Diploma (Attachment		
Please complete the following in Cullen Building, Houston, Texa Registration and Academic Rec	ns 77204-2027, or fax it to 713	.743.9050, or submit in	cademic Records, Room 102 E. person to the Welcome Center		
	Effective September 1, 2009, there is a \$25.00 fee for each additional diploma ordered. You can submit a check or noney order for the amount, made payable to the University of Houston.				
If no payment is received with th university account by logging int account balance(s) contact <u>Stude</u> **Allow approximately three weeks	o your <u>myUH</u> student account. <u>nt Financial Services</u> .	If you need additional a			
PLEASE COMPLETE THE F	OLLOWING INFORMATIC	N:			
Student ID Number	Da	te of Birth			
Email Address	Pho	ne Number			
Please indicate the quantity of dig	plomas requested with this form	n (\$25 per diploma):			
Name as listed on university reco	rds:				
FIRST	MIDDLE	LAS	ST		
i.e., copy of marriage license, div 	MIDDLE	LAS	T		
Degree received					
College					
Diploma Shipment Address					
Student Signature (<i>required</i>)		Date:			
Please select reason for diploma ord	er: 🗌 Duplicate 🗌 Never R	eceived original 🛛 Lost/	Damaged original		
☐ Incorrect information on original "State law requires that you be informed information the University collects abou entitled to receive and review the inform correct information about you that is inco	l of the following: (1) with few except t you by use of this form: (2) under se ation; and (3) under sections 559.004	ctions 552.021 and 552.023 of	f the Government Code, you are		
RAR office use only:	MSOD:	DODSD:			
Comment(s):					
			RAR 8/2009		