

UNIVERSITY of HOUSTON
DIVISION OF ADMINISTRATION AND FINANCE
AUXILIARY SERVICES
&
CULLEN PERFORMANCE HALL

POLICIES AND PROCEDURES

SECTION: FINANCE

NUMBER: VPSA 03.04

Subject: Cash Handling

I. PURPOSE

Procedures for the handling of cash receipts are designed to provide accountability for monies received in accordance with accepted standards of internal controls.

II. POLICY

All employees of the DIVISION of Administration and Finance are responsible for complying with the policies and procedures described below. Failure to adhere to these policies and procedures may result in disciplinary action being taken against the employee. NOTE: "Cash Receipts" include currency, checks and credit card payments. Compliance with these procedures will protect employees when questions arise and protect the University from criticism by auditors and other reviewing officials. All checks received must be made payable to the University of Houston. The Office of Student Financial Services is responsible for receiving all University monies after completion of preparation for reviewing and forwarding on to the University's Bank.

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 it 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.

Auxiliary Services will transfer all cash receipts via UHPD upon receipt of funds during their daily money transfer to be deposited by The Office of Business Services. Cullen Performance Hall (CPH) is responsible for deposited their cash receipts. All cash receipts received shall be handled with the following guidelines.

III. GUIDELINES FOR RECEIVING MONIES

1. As a general rule, money transactions should be routed to the appropriate staff, including payments.
2. All persons receiving monies will strictly adhere to University of Houston Policy and Procedures **MAPP 5.01.01, 5.01.02.** and University of Houston System Policy, **SAM 03.A.07, 03.F.01** and **03.F.04.**
3. All monies received will be kept in a locked safe, drawer or filing cabinet until

transported to the cashier office by the University of Houston Police Department (UHPD).

4. All checks received are to be date stamped and endorsed on the back of the check. The correct PeopleSoft cost center will also be printed/ written on the back of the checks.
5. The following responsibilities and duties are mutually exclusive and are not to be performed by the same employee:
 - a. Logging in cash receipts/preparing the cash deposits
 - b. Reconciling the PeopleSoft FS activity.

Any monies received totaling \$100.00 or more must be deposited within one working day. Amounts less than \$100.00 may be held no longer than five working days prior to deposit (MAAP 05.01.01, Section VIII, C, # 5). Deposits of credit card sale must be recorded on a journal with 24 hours, regardless of the dollar amount (MAPP 05.01.01, Section V).

V. PROCEDURE FOR CASH RECEIPTS

1. Receipts received are date stamped.
2. Receiver of funds will restrictively endorse all checks " Pay To The Order Of Bank of America", enter correct PeopleSoft cost center, and enter the following information on the Cash Receipt Log.
 - a. Date received
 - b. Cash receipt description
 - c. PeopleSoft Journal Number
 - d. Initials of Preparer
3. All monies received will be organized in the same sequential order as they appear in the Cash Receipt Log.
4. After the above has been completed any monies received totaling \$100.00 or greater must be deposited with Student Financial Services in accordance with cash deposit procedures within one working day of receipt. Student Financial Services shall, in turn, deposit funds with the University bank within one working day of receipt. Amounts less than \$100.00 may be held no longer than five (5) working days prior to deposit.

VII. GUIDELINES FOR DEPOSITING FUNDS

1. Procedures for preparing People Soft Cash Receipt Journal.
 - a. Complete PeopleSoft Cash Receipt Journal according to University of Houston guidelines.
 - b. Complete money transmittal form.
 - c. Attach back-up documentation to the original copy of the PeopleSoft Cash Receipt Journal.
 - c. Prepare deposit slips (make sure carbons can be read easily) with the PeopleSoft Cash Receipt Journal number, bag number, and appropriate name appearing on the deposit slip. Place two deposit slips inside the sealed bag, with the money.
 - e. Paperclip in top left corner. Arrange all documents for individual deposits in order from top to bottom.

2. Documents to be sent to Student Financial Services:
 - a. Deposit slips
 - b. Original PeopleSoft Cash Receipt Journal with copy of backup documentation attached

3. Documents to be kept in Department:
 - a. One (1) deposit slip
 - b. Copy or duplicate of PeopleSoft Cash Receipt Journal for cash/checks with backup documentation attached.
Backup consists of copy of receipts from cash receipts from cash receipts book, check stubs, any letters/explanations received with check.
Repeat steps 1, a-e for each deposit and staple each deposit separately.
Paper clip multiple deposits together for transport by the University Police.

XII. RECONCILIATION TO PEOPLE SOFT

Deposits are verified against People Soft Financial on a monthly basis in accordance with the applicable MAPP. Discrepancies, if found, are to be cleared immediately, and departmental financial records corrected in accordance with UH SAM Policy 03.F.04 and MAPP 05.01.01.

APPROVAL

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