

UNIVERSITY of HOUSTON
DIVISION OF ADMINISTRATION AND FINANCE
COUGAR CARD
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 from individual departments 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.

The Cougar Card Department receives cash receipts on a daily basis from the sales and services that we provide to the campus community. Please note the Cougar Card Office no longer accepts personal checks at its Service Counter.

III. CURRENCY COLLECTIONS AND DEPOSITS

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.**

The source of collections and deposits are from the following services:

- ✓ Flex Account Deposits from students, faculty, and staff
- ✓ Lost Card replacement fee for Special Program Cards and/or Students

- ✓ Replacement cards for faculty and staff name and picture changes.
- ✓ Value Transfer Station (VTS) deposit machines. The VTS deposit machines are located in various sites around campus and can be used by any Cougar Card Cardholder to deposit money into their Flex Account.

Location #	Location
0199	Welcome Center- Inside of the Cougar Card Office lobby
0202	Oberholtzer (OB) Hall – 1 st Floor near computing lab and vending machines
0203	Moody Towers North – 1 st Floor next to Woodforest ATM, across from the computing lab
3102	Cougar Village – 1 st Floor inside Laundry Facilities
0209	University Center Satellite – Behind restaurants.
0211	Calhoun Lofts – 1 st Floor across multi-purpose room
0212	M. D. Anderson Library – Technology Commons

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).

PROCEDURAL STEPS:

Collecting Funds From the VTS Machines

Customer Service Representative/Customer Service Supervisor:

- Collection must be completed with a University of Houston Police Officer present at each machine. Call for a police escort every morning before 8:30AM at 713.743.0600.
- When police escort is ready for the pickup, the dispatcher will call the office informing us that the officer is waiting.
- Swipe Managerial Cougar Card in the card slot to begin the process of removing the money.
 - ✓ Press the lower left button of the LCD screen 5 times; the VTS will print out a Audit Report of deposits recorded since last the collection. The VTS LCD screen has 3 buttons on the left and 3 buttons on the right.

- ✓ Use the designated key to open appropriate VTS machine. Each machine has its own key.
- ✓ Remove all money (no coins) from the VTS machine, place the money and the Audit Report in the cash bag bound together with a rubber band and lock the VTS machine back up with the appropriate key.
- ✓ Swipe Managerial Cougar Card in the card slot again
- ✓ Press the lower left button 4 times and the lower right button 1 time to reset the machine. A confirmation message is displayed; reply 'Yes' and a second Audit Report is printed.

Verifying, Reconciling, and Preparing Documentation for Deposits

Auxiliary Services Financial Coordinator/Business Services Financial Coordinator:

- VTS money and cashier register tamper proof bags are brought to the Business Office
 - ✓ Each cashier has a departmental deposit envelope, completed at the end of each shift.
- Remove cash, credit card receipts, Deposit to Flex Account Forms, Credit Card Authorization Forms, Cougar Card Replacement sheets, Cribbage mini-wedge register tapes (Drawer Report), Total credit card receipts, Settlement credit card receipt (evening shift employee only), and Cashier's Inventory and Sales Summary Sheets.
- Verify each cashier's inventory and sales summary sheet to any Deposit to Flex Account Forms and/or Lost Cost Replacement Spreadsheet located in K:\Replacement Forms
 - ✓ If received any credit card payments verify credit card receipts against Deposit to Flex Account Forms or Lost Card Replacement Spreadsheet. Verify credit card machine settlement report totals sales amount against the total amount under the charge section on the register drawer report.
 - ✓ If received any cash payments verify total cash in deposit bag against Deposit to Flex Account Forms or Lost Card Replacement Spreadsheet. Verify total amount in cash against the total amount under the cash section on the register drawer report.
 - ✓ Run an Account Transaction Report for Flex Account (Account 2000) from Cribbage.
 - Login to Cribbage with your username and password
 - Type "Agree" to agree to terms

- Select CampusWide ID [option 1]
- Select Reports [option 5]
- Select Accounts [option1]
- Select Account Transaction [option 2]
- Select period start and end date
- Enter account code 2000 for flex account
- Select “Deposits” for Transaction
- Select appropriate printer

Note: This is to reconcile the flex deposits for that day against the cashier’s drawer report. A written explanation or documentation is required from the operator for any manual flex deposit and attached to the deposit packet.

- Once all payments have been verified from all departmental deposit envelopes, the following documents are included in the day’s deposit journal packet:
 - ✓ Each Cashier’s Inventory and Sales Summary Sheet
 - ✓ Lost Card Replacement Spreadsheet for each station.
 - ✓ Deposit to Flex Account Forms (if any)
 - ✓ Cougar Card Replacement Sheet
 - ✓ Daily Cribbage Poller Report indicating all Cougar Cards printed for each day.
Note: This report is automatically generated within Cribbage and is emailed every morning as an excel document.
- Taped cleared VTS Audit Reports to the front and back of a blank sheet of paper, total all reports and indicate grand total at the top of sheet.
- Tape Cribbage mini-wedge register tape (Drawer Report) to blank sheet of paper (will need to cut tape to fit on regular sheet of paper) for each cashier register.
- Tape credit card receipts to blank sheet of paper.
- Tape credit card totals and settlement reports.
- After all amounts are verified and prepared as indicated above, proceed to completing the departmental Cougar Card Cash Summary Sheet (See Appendix) – access this sheet from Financial Coordinator’s desktop.

- ✓ From each cashier's Cribbage mini-wedge register tape, document per cashier, any deposits (flex accounts) or sales (lost cards, name badges, guest cards etc) paid by cash, check, or credit card.
- ✓ Enter the VTS Audit Reports grand total.
- ✓ Print out this sheet for backup documentation for the day's deposit journal packet.
- Retrieve next official deposit bag from secure location for next available number.
Note: If the number is out of sequence, then determine reason for missing bank deposit bag. Voided bank deposit bags must be accounted for and documented on the Journal Entry spreadsheet.
- Proceed to steps for preparing documents for PS Journal Entry
 - ✓ Select Journal Entries Folder
 - ✓ Open Journal Entry Excel Document
 - ✓ Enter the following items in the appropriate fields:
 - Journal Entry departmental reference number (number generated with each new journal)
 - Sequenced Official Deposit Bag Number
 - Date of entry
 - Detailed description of Journal Entry
 - The creator of Journal Entry initials
 - The amount of the deposit
- Complete Journal Entry Request Form using reference number, deposit bag number, appropriate justification, current date, and initials. In currency section, complete based on deposit specifications of denominations.

Verifying VTS Machine Cash Collected

Auxiliary Services Financial Coordinator/Business Services Financial Coordinator:

- Verifying money collected from VTS machines must be completed by two Business Services employees, both individuals should observe the preparation of the deposit bag and initial all paperwork.
- Place the cash per each VTS machine one at a time (all denominations up to \$20) in the currency counter and press the start button; the currency counter will print out a receipt.

- Verify the amount from the currency counter to the Audit Report that was printed from each VTS machine and tape at the bottom for confirmation of cash collected and cash counted. If the amounts do not match feed the cash through the currency counter again and receive the second printed receipt.
 - ✓ If the total cash counted does not match the VTS Audit Report due to an overage, we take the additional funds and place in the safe and complete a log indicating the date, where the additional amount was taken from (location name), the VTS Audit Report amount, the actual amount counted, and the amount of the overage. We retain these funds until a cardholder calls indicating that they made a deposit and it did not show up on their account.
 - This log is accessed through – Cougar Card Office shared drive on ‘vdse.cougarnet.uh.edu’(G). Open up the Overage Log Folder and access the current fiscal year worksheet .
 - If these funds are deposited into the departmental operational cost center in overage/shortage (account code 50015). If funds are not claimed within the academic school year we deposit the funds in the departmental operational cost center as miscellaneous revenue.
- After each individual VTS Audit Report confirmation, feed all of the cash through the currency counter at once for a grand total. Verify that the total amount displayed on the currency counter matches the total VTS Audit Reports.
- Include cash received at front counter in this deposit; feed cash through currency counter for matching total from the departmental cash summary sheet.
Reference: ‘Process for Depositing Money to Active Flex Accounts via Credit Cards, Cash, or Checks.
- Tape each currency counter total receipts on a piece of blank paper – the VTS Audit Reports total, the front counter totals, and the grand total of both currency sources.
- Prepare the cash for depositing; separate all denominations and use appropriate money wraps, if additional money is remaining after wraps use rubber band to bound together.
- Complete requested information on deposit bag – Customer Name (Cougar Card), Date, Location Information (279 University Center), To (Bursar), Deposit Information – Checks and Cash grand total, and the initials from each Cougar Card employee.
- Complete requested information on pre-printed Cougar Card Office deposit slip – Date, Currency, Coin, and Check information, Grand Total, Deposit Bag Number, departmental journal reference number, and the initials from each Cougar Card employee. The original deposit slip (See Appendix) goes in the official deposit bag.
- Place cash in the top pocket of the official deposit bag and seal closed; place the original deposit slip and any checks or coins (from the front counter) in the bottom pocket of the official bag and seal close. Make sure to remove the bag strip number from the top of the deposit bag for departmental files.

Preparing the PS Journal Entry and the deposit bag for pick up by UHPD

Auxiliary Services Financial Coordinator/Business Services Financial Coordinator:

- After all funds have been counted, verified, and placed in the official deposit bag in a locked place, the detailed PeopleSoft journal entry can be prepared.
- Use the bag number from the strip that you removed from the official deposit bag as your document reference number.
- Complete University of Houston Cash Deposit Summary Sheet (See Appendix) – detailing cash denominations, PS Journal ID#, and two authorized signatures.
 - ✓ Imagined documents as attachments to created journal entry detail – All documents must be scanned and attached to journal:
 - University of Houston Cash Deposit Summary Form that details out denominations, coins, and checks with the appropriate totals. Each employee involved with verifying the funds must sign the bottom of this form.
 - The completed deposit slip (yellow copy)
 - The Total and Settlement credit card receipts (if any)
 - The PeopleSoft Journal Entry Detail Document

Preparing the deposit bag for pick-up by UH Police Officer

Auxiliary Services Financial Coordinator/Business Services Financial Coordinator:

- Print out actual PS Journal Entry Detail document, copy of the deposit slip to Journal Entry Detail, and fill out the money transmittal form, include deposit bag number and departmental reference number (See Appendix) and call for pick up of the deposit bag, the Journal Entry, and the pink deposit slip at 713.743.0600.
- UH Police Officer will sign and indicate the pickup time on the money transmittal form and leave the original in our office for attachment to departmental files.
- If a UH Police Officer is not able to pick up the deposit then it should be placed in the safe overnight ; an officer should be called the next morning for a pickup of the previous day's deposit.

Reconciliation to PeopleSoft

- 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

Last revised on 07/2012

Approved: Deborah A. Davis