

UNIVERSITY OF HOUSTON SYSTEM/UNIVERSITY OF HOUSTON

CHANCELLOR/PRESIDENT DIVISION

CASH HANDLING PROCEDURES
FY 2017

Unit Head: Renu Khator
Chancellor/President

Prepared by: TaShawna Wilson
Director, Business Office

The cash handling procedures that follow are applicable to all units within the Chancellor/President's division of the University of Houston System/University of Houston and are consistent with federal & State of Texas laws and regulations and with University of Houston System (UHS) and University of Houston (UH) policies and procedures:

These cash handling procedures are applicable to the units listed below.

- The Office of the Chancellor/President
- The Chancellor/President's Business Office (C/PBO)
- The UH Staff Council Office
- The Office of the Vice Chancellor/Vice President for Legal Affairs/General Counsel
- The Office of Equal Opportunity Services
- The Office of Contract Administration
- The Office of Compliance
- The Office of the VC/VP for Governmental & Community Relations
- The Department of Internal Auditing
- The Office of the Board of Regents
- The Office of Special Events
- The Office of Community Relations and Institutional Access

In addition, the Office of the General Counsel may receive cash payments related to requests they receive under the Texas Public Information Act. These payments are not processed through the C/PBO. Procedures for handling these receipts are attached.

UH Cash Handling policies and procedures can be found at the website:
<http://www.uh.edu/mapp/05/050101.pdf> - Cash Handling.

The employees named below are authorized (have completed required cash handling training for the current year) to receive/handle/process cash.

<u>Department</u>	<u>Authorized Individuals</u>
Chancellor/President	T. Wilson, V. Adams, N. Khan, S. Carroll, M. Martinez
Staff Council	Cassandra Millhouse
General Counsel	Leslie Pruski
Equal Opportunity Services	Mandisa Oliver
Governmental Relations	Sara Donatto
Internal Auditing	All audit staff
Board of Regents	Brenda Robles
Special Events	Janet Hubbard

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GENERAL PROVISIONS

Cash received in the division is processed centrally by the Chancellor/President's Business Services Office (C/PBO), with the exception of Staff Council. All units within the division, with the exception of Internal Auditing, are "Incidental" cash handling units as defined in SAM 03.F.04 and MAPP 5.01.01. The Department of Internal Auditing is not a cash handling unit, incidental or otherwise, but all audit staff are authorized to handle cash in the performance of their duties. Cash received in the division generally includes donor checks, checks designated for the Athletics department, reimbursement checks, and vendor refunds and rebates. Any cash received in any unit must be forwarded by an authorized representative to the C/PBO within 24 hours of receipt. Cash must be hand-delivered to the C/PBO or other designated handling unit and a Cash Receipts Journal for same must be processed through the University's financial system. Any cash not immediately processed out of a department must be properly secured in a locked drawer/cash box in the department. Cash should not be held for longer than 24 hours without action.

CASH/CHECK SIGNATURE LOGS – Check logs are maintained to document the receipt and release of checks. Any check made payable to an employee may only be released to that employee, except in cases where he/she has authorized, in writing, the release of his/her check to another individual. Persons to whom checks are released must be prepared to present a picture I.D.

- Chancellor/President's Office Check Log: Maintained primarily to track/document the receipt of checks from donors and checks designated for the Athletics Department. Processing for donor checks is handled by the Development Office. Checks for Athletics are released to the Athletics Department. Each department is immediately notified when checks are received. Checks are released only to authorized representatives for the receiving department. The names of authorized representatives are on file in the Chancellor/President's Office and the C/PBO.
- C/PBO Check Logs for Direct Reimbursements to Staff/Vendor Refunds and Rebates/All other receipts not addressed above: To track/document the receipt and release of all checks (other than regular Payroll checks) received in the C/PBO. Individuals to whom checks are released must acknowledge receipt by signing the Check Log. Checks are handled in accordance with established cash handling policies and procedures.

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PROCEDURES

All checks should be made payable to the UHS/UH. For same-day processing by the C/PBO, the check or cash should be received in the C/PBO by 12:00 p.m. All checks should be deposited electronically using the remote deposit scanner which can be obtained from the University's Treasurer's Office. Non-endowed gift checks are logged by the department with the originals sent to Donor and Alumni Records. A copy is retained by the C/PBO. Endowment gift checks cannot be processed by this method. Journals are still prepared by Donor and Alumni Records.

1. Check Receipts for UHF/Donor/Athletic Checks

- a. Verify the following: UHS/UH is shown as payee (excluding UHF checks).
- b. Stamp date/time of receipt on check stub and all accompanying correspondence
- c. Copy front and back of check and all accompanying correspondence
- d. Complete a check log entry for each check
 - i. Date Received
 - ii. Check Number
 - iii. Check Amount
 - iv. Payer's Information
 - 1. Name/affiliation of sender
 - 2. Purpose
 - v. Payee's Name (if other than UHS/UH)
 - vi. Action Taken/Date of Action
 - vii. Signature Line (for signature of individual to whom check is released).
 - 1. *NOTE: Verify that individual to whom check is released is an authorized representative for the receiving department or UHPD. An authorized representative may be asked to present a valid UH I.D. Authorizations for release are granted by the receiving department, must be renewed at the beginning of each fiscal year, and should be updated as needed throughout the fiscal year. Authorizations are on file in the Chancellor/President's Office and the C/PBO.*
- e. For UHF Checks (Either for Chancellor/President of Manager of Transportation):
 - i. Once the above is complete, give check to the Executive Administrative Assistant in the Chancellor/President's Office to distribute.
- f. For Athletic Checks:
 - i. Once the above is complete, contact the Department Business Administrator for the department to pick up the check(s). The individual from the department must be authorized to pick up checks.
- g. For Donor checks:
 - i. Once the above is complete, place the original check and all accompanying correspondence in a cash deposit bag. *Seal the bag.*
 - ii. [Submit a Money Transfer Request](#) by logging in with your CougarNet credentials.
 - iii. Staple the signed copy of the money transmittal form slip to the other copied documents/check and keep it on file.

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2. Check Receipts for Chancellor/President's Division

- a. Have authorized representative acknowledge receipt of check by signing Check Log.
- b. For checks processed through the C/PBO, follow established UH policies and procedures for cash handling.
- c. Secure any checks not distributed the same day received.

All Check Release Authorizations and Check Logs for cash processed through the C/PBO are on file in the C/PBO.

Signed: TaShawna Wilson
Director, Business Office Ops.

Date: 6/28/16