

FY'19

**UNIVERSITY OF HOUSTON - HONORS COLLEGE
CASH HANDLING POLICY**



GENERAL

The Honors College policy adheres to the University of Houston's MAPP 5.01.01 (Manual of Administrative Policies and Procedures) entitled "Cash Handling". In accordance with MAPP, the Honors College is an incidental cash-handling department and does not handle cash in the form of currency (dollars and cents). The Honors College does not have a petty cash fund or departmental change fund. The Honors College only accepts personal, business, or cashier's checks, and money orders. The Honors College deposits checks and money orders via Remote Deposit Scanner.

COLLECTION PROCEDURE – IN PERSON

Checks collected in person:

- 1.) Require identification of the person writing the check. Acceptable identification is a driver's license, a valid governmental picture I.D., passport, or student ID.
- 2.) Please remind check writers to make all checks and money orders payable to the "University of Houston".
- 3.) Ensure that check writers sign their checks and money orders.
- 4.) Please check the Master Check List Issued by Student Financial Services to ensure that the University can accept the individual's check.
- 5.) The employee with cash handling training collecting the check should issue a pre-numbered receipt to the payee and place the check in the safe for processing.
- 6.) The receipt book should be returned to the Financial Coordinator I when all receipts have been issued for future reference and retrieval.

COLLECTION PROCEDURE – MAIL

Checks received by mail should be logged into the check log, and placed in the locked check box for deposit. It is important for the individual processing checks by mail to note on the check log the purpose of the payment to help us to ensure that the check is deposited to the appropriate cost center.

PREPARATION OF JOURNAL

The Financial Coordinator I or designee completes deposit transactions to maintain a separation of duties from the employee(s) responsible for the reconciliation of the cost centers. One of the certifying signatures will approve all journal. The procedures outlined by the university are followed when making a deposit (i.e. remote deposit scanner, escort of deposit by university police dept., etc.) The Financial Coordinator I or designee will check the locked check box on a daily basis to monitor cash receipts and to determine if a deposit is warranted. Any daily collections that total more than \$100 must be deposited within one business day of receipt. Daily collections that are less than \$100 may be held no longer than five business days. Journal entries are reconciled on a monthly basis to monthly reports generated by PeopleSoft to ensure that revenues are recorded according to its original intent.

PREPARATION OF GIFT TRANSMITTAL FORMS

Gift transmittal forms (GTF's) are used to accompany gifts received by the University and are processed through the Office of Donor and Alumni Records located in Room 272A, Energy Research Park (ERP) Building-1 within one business day of receipt. The donation should be taken to the Financial Coordinator I or Assistant Business Administrator, if neither is available the donation should be placed in an envelope and marked gift and placed in the locked check box located in the Honors College Copy Storage Room 212K. The Honors College designee completes the GTF for the approval and certification by the Honors College Business Administrator, Dean, or Executive Associate Dean. Lastly, the designated gift processor should route the gift to the appropriate location for deposit (i.e. UH Office of Donor and Alumni Records Office, UH Foundation, or UH Treasurer's Office as appropriate). A copy of the donor's check or money order along with the Deposit Detailed by Account Report and the GTF should include the appropriate backup (copy of check and doner letter). The standard procedures outlined by the university (i.e. remote deposit scanner, escort of deposit by university police dept., etc.) should be followed when making a gift deposit to the Office of Donor and Alumni Records or Office of the Treasurer. Only gifts which are being applied to fund 6 endowment principal cost centers should be routed to the Office of the Treasurer (escort of deposit by university police dept). The Office of the Treasurer is located in the welcome center.

Credit Card Processing Guidelines FY19

- I. An authorized cash receiver will obtain credit card information via secured fax, over the phone, in person, or secured, granted access web portal only.
- II. Within 24 hours, if over \$100, the cash receiver will process the credit card transaction on an authorized, secured POS (Point-of-sale) terminal. The settlement and batch report must be ran after EACH transaction.
 - a. *The Honors College has 1 authorized POS terminals in the Business office.*
- III. The cash receiver provides the credit card documentation and transaction receipts/reports to an authorized cash handler to prepare a receipt, including vendor information, payment purpose, card type, and last 4 digits of credit card number. The receipt/report will be signed by an authorized cash handler.
- IV. The cash receiver then prepares and submits in workflow the deposit journal with the following backup:
 - a. *Credit card payment documentation (ex: registration form) with credit card number blacked out, except the last 4 digits.*
 - b. *Transaction receipt, settlement and batch reports*
 - c. *A copy of receipt from department receipt book*
- V. Once completed, the cash receiver must enter the transaction information in the department tracking sheet.
- VI. The ABA/CDA will review the deposit journal in workflow for accuracy, timeliness, and separation of duties.
- VII. The department reconciler will verify credit card transaction for the month being reconciled with the department tracking sheet