

O'QUINN LAW LIBRARY
CASH HANDLING PROCEDURES

Based on the recommendation by the UH Internal Auditors, we have changed our cash handling procedures to include more frequent deposits. These are the new guidelines and procedures that we have instituted and conveyed to all our employees that handle cash.

1. All university rules and guidelines regarding cash handling will be strictly enforced.
2. All funds collected over \$100.00(or cumulative to \$100.00) will be deposited the same day if the funds were received by 2PM that day; otherwise, the funds are logged and stored in the safe until the following day to be deposited. (Monday through Friday) As always, all checks received are endorsed immediately upon receipt.
3. Mandatory deposits are done every Tuesday and Thursday. This allows for more frequent deposits to be made and keep us in line with our university's cash handling policy.

DEPOSIT PROCEDURES – CASH/CHECK

Prepare the following documents for **Cash/Check** Deposit:

- a. People Soft Journal (Follow Journal Entry Guide Lines)
- b. Deposit Bag
- c. Deposit Slip
- d. Money Transmittal Form

(Note: Deposits require two people – Custodian and Student Worker or Library Staff.)

Collect currency from safe if the total is over \$100.00 or more. It must be deposited within 24 hours. (See MAPP Policy 5.01.10)

1. Close and lock the office door.
2. Separate all cash according to denomination. Count each denomination separately and use the calculator to find the total amount.
3. If there are 50 bills of one denomination, those bills must be strapped with a currency bank strap showing the denomination value both numerically and written out with words. (Ex. 50 5s =\$250.00 **and** Fifty fives = Two hundred fifty dollars.) Rubber band any loose bills together.
4. Be sure to review receipts to verify the amount collected.
5. Completely fill out each deposit slip with the following information:
 - a. The date of the deposit.
 - b. The amount cash and coins.
 - c. List each check separately.
 - d. The total of amount of cash coins and checks at the bottom and side of the deposit slip.
 - e. The department number (H0100).
 - f. The PS Journal ID Number
 - g. The bag number.
6. Prepare a calculator tape to show each denomination of currency included in the deposit. Calculate the total twice on a single adding tape to confirm the total. Add the bills from smallest to largest. In other words, start adding with 1s, followed by 2s, then 5s, then, 10s, then 20s, and finally with any coins that might be in the deposit, starting with the largest denomination coin. Be sure to indicate the denomination to the left of each number recorded on the tape.

EXAMPLE:

1s	800.00+
2s	420.00+
5s	200.00+
10s	100.00+
20s	160.00+

NOTE: Preparing an adding tape helps to identify any discrepancy.

7. When the denominations have been identified on the adding tape, the Custodian and the Student Worker or Staff member date, identify, and sign the tape. Make a similar adding

tape for the checks in the deposit, from highest to lowest check amount. Indicate on each tape which is cash and which are checks.

8. Be sure all checks are stamped on the back **FOR DEPOSIT ONLY**. The deposit only check stamp is kept in the safe in the Admin Office (Rm. 3). Make a copy of all checks received for backup documentation. Run a calculator tape for the checks and follow the above procedures for making adding machine tapes.
9. Fill out all information on the front of the bank bag. Place cash, checks, coins and the deposit slip in the pocket of the bank bag then remove the protective strip and close the bag. Remove the perforated strip at the top of the bag and fold it so that the bag number is on top. Staple the strip together and attach it to the office copy of the deposit record. Place the bag in the safe.
10. For all deposits other than Book Fine, Interlibrary Loan & Refund Check deposits, calculate the sales tax for the total sales, cash and checks combined. To calculate the sales tax, divide the total sales by 1.0825. The result is the amount of the tax. Subtract the result from the total sales. This gives you the credit amount, after taxes.
11. Complete the Journal Entry Request Form (General Cash Receipt).
12. Complete the Journal Entry in People Soft. Print the Journal.
13. Make sure that the deposit slips have the Department number (H0100), the deposit bag number (008000012) and the People Soft Journal number (0001234567).
14. Deposit documentation should be in this order
 - a. People Soft Journal
 - b. Calculator tapes for currency and checks as well as a photocopy of each.
 - c. Copies of any checks received and their accompanying sales invoices.
 - d. Copies of cash sale receipts.
 - e. The plastic strip from the top of the bank bag.
 - f. The white copy of the Money Transmittal Form, once the deposit has been collected.

Give all deposit documentation to the Business Administrator/Certifying signature for review. Once the Business Administrator/ Certifying signature has reviewed the deposit documents he/she approves the journal and sends it into workflow. Keep a complete copy of all deposit paper work for the office.

The Financial Services or Bursars Office requires the original deposits slip to be sealed in the bag with the money, and a copy of the Deposit Slip, a copy of the Journal Cover Sheet and a Money Transmittal form attached to the outside of the bag.

The Library keeps all the other documentation for the deposit.

NOTE: If the Law Library Administrator/Certifying signature is unavailable to approve the deposit, obtain workflow approval from the Law Centers Director of Business Operations, Mybao Nguyen or Business Administrator, Jason Gregory.

15. Place the bank bag in the safe. Contact University of Houston Campus Police at ext. 3-3333 and tell them who you are, from where you are calling, and that you need to request a pickup. When the officer arrives to pickup the deposit, he/she will collect the money and sign the Money Transmittal Form, leaving the white copy for the office records.

Have deposits completed and called in before 3:00 pm. If a deposit is called in after 3:00, the deposit will be locked in a vault at the Student Financial Services Office. The Financial Services office requests that deposits be called in and collected before 3:00 pm.

If you notice any legible discrepancies after a deposit has been submitted, or if you have any questions regarding the deposit, please contact Student Financial Services at ext. 3-5628.

AA00803075

№ 181505

AMOUNT: \$ 61.50

BAG NUMBER 00803075

DATE 1/30/09

OFFICE	NO. OF ITEMS	SAID TO CONTAIN	PREPARED/RECEIVED	UHS	TIME
From Law Library	1	\$ 61.50	Lorna Marsh	M	3:32
To Cashier		\$			
From		\$			
To		\$			

Signatures _____

Date _____

PS Approval: _____

Created By: 0084125 Marsh,Lorna K

Date Printed: 01/30/2009

Jrnl. Dt.: 01/30/2009

Approval History				
Step	Status	Date Timestamp	User ID	Name
0	I	01/30/2009 03:16 PM	0084125	Marsh,Lorna K
1	P	01/30/2009 03:16 PM		
2	P	01/30/2009 03:16 PM		
3	P	01/30/2009 03:16 PM		

Comments
 01-30-09 03:16 PM : Dépt/Coll/Div - Stu Fin - Accounting Office : Approve : Marsh,Lorna K:



Header BU: 00730
 Fiscal Year: 2009
 Acctg Period: 5

University of Houston System
JOURNAL ENTRY DETAIL

Run Date: 01/30/2009
 Run Time: 03:16:56

Journal ID: 0001730007

Date: 01/30/2009

Source: LAW

Header Ref: 00803075

Description: Law Library Book Fines and Photocopy Sales Deposit, LM

Reversal: None Ledger Group: ACTUALS

Reversal Date: Created By: 0084125 Marsh,Lorna K

Budget Adjust Type: Actuals Post Date:

Edit / Hdr Status: Valid BCM Status: Valid

BCM Bypass: N

Line #	Account	Line BU	Fund	DeptId	Prog	Bdgt Ref	Project	Line Ref	Chart.I	Line Description	Amount
1	43601	00730	2066	H0100	D0891	BP2009	NA			Book Fines	-31.50
2	43645	00730	2066	H0100	D0891	BP2009	NA			Photocopy Sales	-27.71
3	20604	00730	2066	H0100	D0891	BP2009	NA			Sales Tax	-2.29
4	10510	00730	BANK			BP2009				H0100-1/30/09 LM	61.50
5	10100	00730	2066			BP2009				CLAIM ON CASH	61.50
6	10100	00730	BANK			BP2009				CLAIM ON CASH	-61.50

Totals for Journal: 0001730007

Total Lines: 6

Total Base Debits: 123.00

Total Base Credits: 123.00

Signatures

Date

PS Approval:

Created By: 0084125 Marsh,Lorna K

Date Printed: 01/30/2009

Jrnl. Dt.: 01/30/2009

Approval History

Step	Status	Date Timestamp	User ID	Name
0	I	01/30/2009 03:16 PM	0084125	Marsh,Lorna K
1	P	01/30/2009 03:16 PM		
2	P	01/30/2009 03:16 PM		
3	P	01/30/2009 03:16 PM		

Comments

01-30-09 03:16 PM : Dept/Coll/Div - Stu Fin - Accounting Office : Approve : Marsh,Lorna K:

University of Houston
Cash Deposit Summary Form

DeptID: H0100 Dept Name: Law Library

Bag #: 00803075 Journal ID (optional): 0001730007

CASH

Currency:

	Extended Total	
<u> </u> X \$100 Bills	<u> </u> \$0.00	
<u> </u> X \$50 Bills	<u> </u> \$0.00	
<u> </u> X \$20 Bills	<u> </u> \$0.00	
<u> </u> X \$10 Bills	<u> </u> \$0.00	
<u> 4</u> X \$5 Bills	<u> </u> \$20.00	
<u> </u> X \$2 Bills	<u> </u> \$0.00	
<u> 9</u> X \$1 Bills	<u> </u> \$9.00	
	Currency Total	<u> </u> \$29.00

Rolled Coins:

<u> </u> X Quarters (\$10)	<u> </u> \$0.00	
<u> </u> X Dimes (\$5)	<u> </u> \$0.00	
<u> </u> X Nickels (\$2)	<u> </u> \$0.00	
<u> </u> X Pennies (\$.50)	<u> </u> \$0.00	
	Rolled Coins Total	<u> </u> \$0.00

Loose Coins:

<u> </u> Dollars	<u> </u> \$0.00	
<u> 1</u> Halves	<u> </u> \$0.50	
<u> 6</u> Quarters	<u> </u> \$1.50	
<u> 4</u> Dimes	<u> </u> \$0.40	
<u> 2</u> Nickels	<u> </u> \$0.10	
<u> </u> Pennies	<u> </u> \$0.00	
	Loose Coins Total	<u> </u> \$2.50

Total Cash \$31.50

DEPOSIT TICKET

DATE 1/30/89

	DOLLARS	CENTS
CURRENCY	29	00
COINS	2	50
CHECKS (LIST EACH SEPARATELY)	141154	30 00
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
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21		
22		
23		
24		
25		
26		
27		
28		
TOTAL BACKSIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	61	50

UNIVERSITY OF HOUSTON SYSTEM
 UNIVERSITY OF HOUSTON
 OFFICE O'QUINN LAW LIBRARY #064
 P. O. BOX 988
 HOUSTON, TX 77001-0988

Dept H0100

Bank of America



ACH R/T 111000025

Bag # 00803675
JWID 0001730007

\$

61.50

TOTAL ITEMS

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

32-2/1110 TX
2552

⑆540740105⑆ 488015456070⑈

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

coins 2.50 +
 1's 9.00 +
 5's 20.00 +
 003.....
 31.50G+

0.0

coins 2.50 +
 1's 9.00 +
 5's 20.00 +
 003.....
 31.50G+
 1/30/09

UH Laws Library
 Book Fines Cash Deposit
 0.0

James Walsh

Dave

001.....
 30.00 +
 001.....
 30.00G+

30.00 +
30.00G+

1/30/09 0.0

UH Laws Library
 Photocopy Sales
 Check Deposit

James Walsh

Dave

BRACEWELL & GIULIANI 711 LOUISIANA STREET
SUITE 2300
HOUSTON, TX 77002-2770

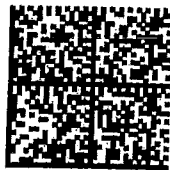
O'Quinn Law Library
Copy Services Department
12 Law Library
Houston, TX 77204-6054

Check Number	411154
Check Date	01/15/09
Check Amount	30.00

P O Number	Voucher #	Invoice Date	Invoice Number	Comments
	1454063	11/04/08	2008-16	30.00

WARNING! DO NOT ACCEPT THIS CHECK UNLESS YOU CAN SEE A TRUE WATERMARK WHEN HOLDING THE CHECK TO THE LIGHT AND PINK LOCK AND KEY ICONS THAT FADE WHEN WARMED

BRACEWELL & GIULIANI 711 LOUISIANA, SUITE 2300
HOUSTON, TX 77002-2770
(713) 223-2300



Bank of America
700 Louisiana Street
Houston, TX 77002

32-2/1110

This Check is Protected By™
Cheque Guard

Check Number
411154

CHECK DATE	CHECK AMOUNT
01/15/09	\$30.00

THIS CHECK EXPIRES AND IS VOID 30 DAYS FROM ISSUE DATE

*** 30.00 ***
THREE ZERO PERIOD ZERO ZERO

PAY TO THE ORDER

O'Quinn Law Library
O'Quinn Law Library
Copy Services Department
12 Law Library
Houston, TX 77204-6054

Keith Martin
Authorized Signature

UH Library Catalog

RECEIPT

Patron: Herrera, Johnny 01-21-2009 10:19AM

Invoice #	Status	Description	Amount Owed	Amount Paid	Balance
466402	Overdue	Closely held business organizations : cases, materials, and problems / by Robert A	\$1.50	\$1.50	\$0.00
Total Paid				\$1.50	

RECEIPT

DATE 1/21/08 No. 405079

RECEIVED FROM Herrera, Johnny \$ 1.50

_____ DOLLARS

FOR RENT
 FOR Fine

ACCOUNT	<u>1</u>	<u>50</u>	<input checked="" type="radio"/> CASH
PAYMENT	<u>1</u>	<u>50</u>	<input type="radio"/> MONEY ORDER
BAL. DUE	<u>0</u>	<u>00</u>	<input type="radio"/> CHECK
			<input type="radio"/> CREDIT CARD

FROM _____ TO _____

BY Helena Curtis

1182

UH Library Catalog

RECEIPT

Patron: Vargas, Daniel E 01-22-2009 10:20AM

Invoice #	Status	Description	Amount Owed	Amount Paid	Balance
453793	Overdue	Understanding criminal procedure / Joshua Dressler.	\$1.00	\$1.00	\$0.00
454571	OverdueX	Limited liability companies : the entity of choice in Texas / by J. Russell Davis	\$10.00	\$10.00	\$0.00
Total Paid				\$11.00	

RECEIPT

DATE	1-22-09	No.	405080
RECEIVED FROM	Vargas, Daniel		\$ 11.00
	eleven and 0/100		DOLLARS
<input type="radio"/> FOR RENT			
<input type="radio"/> FOR			
ACCOUNT		<input type="radio"/> CASH	
PAYMENT		<input type="radio"/> MONEY ORDER	FROM
BAL. DUE		<input type="radio"/> CHECK	TO
		<input type="radio"/> CREDIT CARD	BY Sebastian Civarolo

UH Library Catalog

RECEIPT

Patron: Campbell, Kristina M 01-22-2009 11:00AM

Invoice #	Status	Description	Amount Owed	Amount Paid	Balance
459962	* RENEWED	Texas rules of form / Texas law review.	\$0.50	\$0.50	\$0.00
Total Paid				\$0.50	

RECEIPT

DATE 1-22-09 No. 405084

RECEIVED FROM Campbell, Kristina \$0.50

fifty cents _____ DOLLARS

FOR RENT
 FOR _____

ACCOUNT			<input type="radio"/> CASH
PAYMENT			<input type="radio"/> MONEY ORDER
BAL. DUE			<input type="radio"/> CHECK
			<input type="radio"/> CREDIT CARD

FROM _____ TO _____

BY Sebastian Civarolo

Edwards 1182

UH Library Catalog

RECEIPT

Patron: Waheed, Yasmeen J 01-22-2009 4:14PM

Invoice #	Status	Description	Amount Owed	Amount Paid	Balance
462540	* RENEWED	The lawyer's guide to modern payment methods : ACH, credit, debit, and more / Fred	\$1.00	\$1.00	\$0.00
462541	* RENEWED	Mastering evidence / by Ronald W. Eades.	\$1.00	\$1.00	\$0.00
462542	* RENEWED	Federal trial objections / by Charles B. Gibbons.	\$1.00	\$1.00	\$0.00
462543	* RENEWED	E-Z rules for the federal rules of evidence : with summaries of the official advis	\$1.00	\$1.00	\$0.00
462544	* RENEWED	A practical guide to federal evidence : objections, responses, rules, and practice	\$1.00	\$1.00	\$0.00
462545	* RENEWED	Trial evidence / Thomas A. Mauet, Warren D. Wolfson.	\$1.00	\$1.00	\$0.00
463516	Overdue	Constitutional law : principles and policies / Erwin Chemerinsky.	\$2.50	\$2.50	\$0.00
463517	Overdue	The law of business organizations / John E. Moyer.	\$2.50	\$2.50	\$0.00
Total Paid				\$11.00	

RECEIPT

DATE 01/22/09 No. 405081

RECEIVED FROM Waheed, Yasmeen J. \$ 11.00

_____ DOLLARS

FOR RENT
 FOR _____

ACCOUNT	<u>11</u>	<u>00</u>
PAYMENT	<u>11</u>	<u>00</u>
BAL. DUE	<u>-</u>	<u>-</u>

CASH
 MONEY ORDER
 CHECK
 CREDIT CARD

FROM _____ TO _____
 BY Mary M Adams

© Adams 1182

UH Library Catalog

RECEIPT

Patron: Hou, Huixin 01-22-2009 7:51PM

Invoice #	Status	Description	Amount Owed	Amount Paid	Balance
466409	Overdue	Prosser and Keeton on the law of torts / W. Page Keeton, general editor ; W. Page	\$7.50	\$7.50	\$0.00
Total Paid				\$7.50	

RECEIPT

DATE: 1/22/09 No. 405082

RECEIVED FROM: Huixin Hou \$7.50

DOLLARS

FOR RENT
 FOR Fine

ACCOUNT	7 50	<input type="radio"/> CASH
PAYMENT	7 50	<input type="radio"/> MONEY ORDER
BAL. DUE	0 0	<input type="radio"/> CHECK
		<input type="radio"/> CREDIT CARD

FROM _____ TO _____

BY: Stephanie Yeorgan

1182

O'Quinn Law Library

Copy Services Department
 12 Law Library
 Houston, TX. 77204-6054
 Phone 713-743-2286 Fax 713-743-2299

INVOICE

INVOICE #2008-16
 DATE: NOVEMBER 3, 2008

TO:
 Bracewell & Giuliani LLP
 711 Louisiana Street, Suite 2300
 Houston,
 TX 77002-2770

SHIP TO:
 Alice Fosson

COMMENTS OR SPECIAL INSTRUCTIONS:

Invoice for photocopies.

O'Quinn Library Contact	Telephone	E-Mail	SHIPPED VIA	TERMS
Helen Boyce	713-743-2286	hboyce@uh.edu	email	Due on receipt

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	International Civil Procedure, 2003	15.00	15.00
20 pages	Section on Brazil	.25	5.00
		SUBTOTAL	20.00
		SALES TAX	
		SHIPPING	10.00
		TOTAL DUE	30.00

Make all checks payable to ~~O'Quinn Law Library~~ *University of Houston*.
 If you have any questions concerning this invoice, contact Helen Boyce 713-743-2286

Thank you for your business!