

## FY 2017 LAW CENTER CASH HANDLING POLICIES AND PROCEDURES

### Cash Deposit Reminders

- Personnel receiving cash will strictly adhere to the University of Houston Manual of Administrative Policies and Procedures ([MAPP 5.01.01-Cash Handling](#)).
- All checks and money orders should be made payable to the “University of Houston”.
- Checks and money orders received by mail should be logged into a check receipt log maintained by the department.
- Each time that payments are received in person, a pre-numbered receipt should be issued with a duplicate copy maintained by the department. All receipts will be stored under lock and key.
- Each day’s receipts will be totaled on the log and reconciled with the actual funds on hand.
- All cash receipts must be physically safeguarded securely in a safe, locked cabinet, or locked drawer until picked up by the University of Houston Police Department.
- All cash, checks, and money orders totaling \$100 or more should be transmitted, by hand, to Business Services for deposit within 24 hours of receipt.
- All cash, checks, and money orders of less than \$100 should be transmitted, by hand, to Business Services for deposit within five working days of receipt.
- All deposits will be prepared, delivered, and logged in to Business Services by 2:00 pm.

## Cash Deposit Procedures - Department

- 1.) Prepare a deposit slip including the bag and journal number.

Make **3** copies of the deposit slip.

- a) One slip for the outside of the bag,
- b) One for Business Services,
- c) One for department files.

Original deposit slip should be placed in the deposit bag.

- 2.) Prepare a Cash Deposit Summary Form ensuring that:
  - a.) Deposit count is accurate.
  - b.) Deposit amount matches the totals on the deposit slip, Cash Deposit Summary Form and journal.
  - c.) Cash Deposit Summary Form has been signed on line 1 (1<sup>st</sup> Authorized Person).
- 3.) Enter Journal in PeopleSoft Finance:
  - a) Complete, budget check, and save the journal.
  - b) Enter last 8 digits of bag number in the reference field.
  - c) Print Journal Coversheet and secure supervisor's approval.
- 4.) The following items should be placed **inside** the bag: Cash and original deposit slip only.
- 5.) The following should be included **outside** the deposit bag: Journal Coversheet, Cash Deposit Summary Form, and copy of deposit slips.
- 6.) A staff member authorized to handle cash should contact Alicia Tamez in Business Services for availability by phone or e-mail and deliver deposit bag and documentation to Business Services. E-mails can be directed to Alicia Tamez with a cc to Kim Vu and Jessica Claiborne.
- 7.) Log in deposit into the Business Services Deposit Log located in Room 5K, BLB.
- 8.) The department cash handler is to reconcile/confirm the deposit to complete the cash handling verification process.

## Cash Deposit Procedures – Business Services

- 1.) Verify and ensure that the cash count is accurate and ensure that the deposit amount matches what is on the journal and Cash Deposit Summary Form.
- 2.) Sign on line number 2 (2nd Authorized Person) of the Cash Deposit Summary Form.
- 3.) Verify contents, complete documentation for outside of deposit bag, seal deposit bag, and complete the money transmittal form.
- 4.) Submit journal into Workflow and approve on Path 2.
- 5.) Print out copy of journal with Department Approver's approval.
- 6.) Contact University Police and arrange for deposit to be picked up in Business Services via the following steps:
  - a) Go to the following link: <http://uh.edu/police/transfers.html>.
  - b) At the bottom of the page click on "Submit a Money Transfer Request".
  - c) A Windows Security / Cougarnet log in box will appear.
  - d) Log in using your Cougarnet ID and password.
  - e) The University of Houston Police Department Money Transfer Request form will appear once you have logged in.
  - f) Complete all the requested fields (Pickup Location, Contact Person, Phone Number, Destination, Transfer Amount, and Special Instructions (if applicable)).
  - g) Click submit (located towards the lower-right hand corner of the form) and your request has been submitted to the on-duty UHPD Telecommunications/Dispatch personnel to be entered into the system for pickup.
  - h) Your portion of the process is complete. If you submit requests regularly, UHPD suggests adding the link to your browser favorites, and configuring the site for automatic login.

If there is any difficulty in processing and fulfilling your request, or if additional information is needed, you will be contacted by one of the dispatch professionals. If you need to cancel your request, or make changes to any of the information provided, please contact police dispatch at 713-743-3333.

All requests for money transfer must be according to the Deposit Request Schedule ([available here](#)).

- 7.) The department cash handler is to reconcile/confirm the deposit to complete the cash handling verification process.

### Check Deposit Procedures - Department

- 1) Prepare a Cash Deposit Summary Form ensuring that check information is accurate and signing on line 1 (1<sup>st</sup> Authorized Person)
- 2) Enter Journal in PeopleSoft Finance:
  - a. Complete, budget check, and save the journal.
  - b. Print Journal Coversheet and secure supervisor's approval.
- 3) A staff member authorized to handle checks should contact Alicia Tamez in Business Services for availability by phone or e-mail and deliver checks and documentation to Business Services. E-mails can be directed to Alicia Tamez with a cc to Kim Vu and Jessica Claiborne.
- 4) Log in deposit into the Business Services Deposit Log located in Room 5K, BLB.
- 5) The department cash handler is to reconcile/confirm the deposit to complete the cash handling verification process.

## Check Deposit Procedures – Business Services

- 1) Verify and ensure that the check count is accurate and that the deposit amount matches what is on the journal and Cash Deposit Summary Form.
- 2) Sign on line number 2 (2nd Authorized Person) of the Cash Deposit Summary Form.
- 3) Login to the Bank of America Cash Pro Online System (<https://cashproonline.bankofamerica.com/>) to process a remote check deposit.
- 4) Enter the # of items to be deposited (total number of checks plus 1 for the deposit ticket).
- 5) Enter the total deposit amount.
- 6) Place checks in the Scanner entry tray with the front of the checks facing out and click “Start Capture”.
- 7) Clear any balance discrepancy errors. Once the deposit is transmitted and balanced the “Complete” button will turn green on the CashPro screen. Click “Complete” and “OK”.
- 8) Go to Remote Deposit Reports and select Summary of Deposits By Account Report. Enter date range, account group and select “Create Report”.
- 9) Retain the “Summary of Deposits By Account Report” as support for the journal entry. This report is your deposit ticket for remote deposits.
  - a. **Do not** include the copies of check images with your deposit journal.
- 10) Prepare check deposit journal.
  - a. Journal Support to Include:
    - i. Cash Deposit Summary Form (signed by two people)
    - ii. Summary of Deposits By Account Report (without copies of checks)
- 11) Print out copy of journal with Department Approver’s approval.
- 12) Submit into Workflow (Path 1) for processing within 1 business day of the date that checks are scanned and transmitted to the bank.
- 13) Checks must be retained, in a secure location (same as cash) for 14 business days.
- 14) If Remote Deposit items are returned by the bank, notification will be sent to the Cashier’s Office and funds will be withdrawn from the bank automatically.
- 15) After 14 business days checks must be shredded. Shredding must be done in a cross-cut shredder.
- 16) The department cash handler is to reconcile/confirm the deposit to complete the cash handling verification process.

\*Any irregularities in the above processes should be reported to the Director of Business Operations or College Business Administrator.