

Law Library – UH Law Center CASH HANDLING PROCEDURES 2017

Collecting Fine Payments:

Payments must be made in cash or by check for the exact amount only. Only law fines are paid at the Law Library. Payments are not accepted for fines accrued from another UH library, including M.D. Anderson. The location of all fines will be verified before payment is accepted.

1. The Circulation staffer (likely a student assistant, hence the Handler) on duty will log on to the Sierra Library System, pull down the function menu at the upper right corner and choose the Circulation module, then choose the Check Out (Circulation Desk) function.
2. Access the patron's record by scanning their barcode into the proper field.
3. Click on the Fines tab at the left once the individual patron record is located.
4. The total of all fines due is displayed on the Fines tab. Click on the Fines tab to review the location of fines accrued and total only those fines for the Law Library. Click on the box to the left of the fine line to compute total Law fines to be paid. The selections will be highlighted.
5. Advise patron of their amount owed and collect payment.
6. Complete a triplicate receipt for the patron. List the following information on the receipt; Date, Patron Name, Total Amount Paid, Payment Type (cash or check), and the handler's legibly printed name.
7. Give the patron the top white copy, the yellow copy goes in envelope with fine money, and the pink copy remains in the receipt book. The patron may leave after they have been given their receipt.
8. Return to the patron's record to clear the fine.
9. Click on the Collect Money tab. Verify that the Amount to collect is correct and click on OK.
10. Click on Print to print receipt.
11. The printed receipt will be placed in an envelope with the yellow copy of the written receipt and the money paid.

Payment by Check: (checks payable to: University of Houston)

All payments made by check must first be cleared from the Master Check List located in the back of the fine log book. If the patron's name is found on the list, the patron cannot pay by check and must pay with cash. The handler must write down the patron's student number, (found on the Cougar1 card) and driver's license on the face of the check.

Fine Log Book:

List all collected fines in the log book. Include:

1. Date
2. Patron name (last name, first name)
3. Payment amount written in correct column
4. The handler's legible full name (no initials)

Money Handling:

Place all of the following in an envelope to be given immediately to a supervisor for deposit: cash or check, yellow receipt from fine book, and computer-generated receipt. If there is no supervisor present, the sealed envelope should be deposited in the drop safe located at the Circulation desk.

Write on the outside of the envelope:

1. Date
2. Patron name (last name, first name)
3. Payment amount & type
4. The handler's legible full name (no initials)

Money Transfer to Administration

Every day, the Head of Access Services (Helen Boyce) will submit all cash and checks received in payment for book fines to the Associate Director (Mon Yin Lung), along with the cash transmittal form. The Head of Access will count the total intake, enter the record on a deposit record form, and sign to verify the amount of cash/checks collected. The cash/checks and deposit record form then are delivered to the Administration office, to be received by the Associate Director.

In the presence of the Head of Access the Associate Director will total the cash and checks and compare to the amount entered by the Head of Access on the cash transmittal form. The Associate Director and Head of Access will each sign the form to attest to the transmitted amount. A copy of the deposit record is given to the Head of Access. The original is kept in the Admin Office. The Associate Director will store transmitted cash, checks, and transmittal forms in a locked drawer in her office. Both the office door and the administrative offices door are locked when not occupied by staff.

In the absence of the Head of Access, Reference Librarians Chris Dykes or Emily Lawson will take her stead to process the cash and keep the record. In the absence of the Associate Director, Emily Lawson will verify the amount of cash received and store transmitted cash, checks, and transmittal forms in a locked drawer in her office.

Refunded Check Handling:

Upon receiving a refund check from a vendor, the Head of Acquisitions and Collections will verify the amount and prepare a check statement, including the vendor's name, the reason, the amount, and the date. She then has the Acquisitions Specialist hand-deliver the check and the statement to the Associate Director. The Associate Director will verify the record against the check and sign the statement as well as make a copy of the statement for the record. She will immediately transmit to the Law Library Administrative Coordinator any check with an amount of or above \$50.

ADMINISTRATION DEPOSIT PROCEDURES – CASH/CHECK

Mandatory deposits are done within five days of the receipt of cash as long as the cumulative amount is less than \$50 ; otherwise the deposit will be made the next day (see MAPP Policy 5.01.10). This allows for frequent deposits to be made and meets the requirements of University of Houston cash handling policy.

The Administrative Coordinator of the law library will prepare the cash package, with the accompanying journal and the following documents.

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

The Associate Director takes the money out the locked drawer and transfers to the Administrative Coordinator, who follows these procedures:

1. Separate all cash according to denomination. Count each denomination separately and use the calculator to find the total amount.

2. 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.

3. Be sure to review receipts to verify the amount collected.

4. 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.

5. 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.

6. When the denominations have been identified on the adding tape, the Administrative Coordinator dates, identifies, and signs the tape. She also makes a similar adding tape for the checks in the deposit, from highest to lowest check amount, with indication on each tape which is cash and which are checks.

7. Be sure all checks are stamped on the back FOR DEPOSIT ONLY. 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.
8. 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.
9. 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.
10. Complete the Cash Deposit Record (Spread Sheet).
11. Complete the Journal Entry in People Soft. Print the Journal.
12. Make sure that the deposit slips have the Department number (H0100), the deposit bag number (008000012) and the People Soft Journal number (0001234567).
13. 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. (Do not include copies of checks for the PeopleSoft Journal)
 - d. Copies of cash sale receipts.

The Administrative Coordinator will notify the Director of the Law Library that the journal and package are available in the PeopleSoft system for review and certification. As the certifying signator, the Director of the Law Library reviews the cash package documentation and, if all is correct, approves the journal by physical signature.

The Library keeps all the other documentation for the deposit.

The Administrative Coordinator brings the cash package to the UHLC Business Services office, where an employee designated by Business Services performs the second count of cash and signs the cash deposit record to verify the amount. Business Services then transfers the cash package to UH Campus Police along with transfers from other departments in the UHLC.

A representative of Business Services will notify UH Security that the cash package is ready to be picked up for transfer to Finance. 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.

14. The bank bag is locked in a secure location until University of Houston Campus Police is contacted at e-mail address: <http://uh.edu/police/transfers.html> to request a pick up. When the

officer arrives to pick up 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 2:30 pm. If a deposit is called in after 2:30, the deposit will be picked up the next day. The money will then be locked in a secure location overnight.

If any legible discrepancies is noticed after a deposit has been submitted, or if there is any questions regarding the deposit, contact Student Financial Services at ext. 3-5628.