

FY19 CASH HANDLING PROCEDURE – FT. WORTH COMMUNITY EYE CLINIC

1. SCOPE

The state of Texas and the University of Houston require all employees who handle cash on behalf of the University to complete a cash handling course each fiscal year. All guidelines and MAPP policies must be followed to ensure accountability for money received.

In accordance with [MAPP 05.01.01](#), Cash Handling, all cash transactions involving the University, its colleges, or any departments are subject to all applicable state laws and regulations and University policies and procedures, including University of Houston [System Administrative Memoranda 03.A.07](#), – Petty Cash Procedures, [08.A.03](#) – Gift Acceptance, and [03.F.04](#) – Cash Handling. All University employees have a fiduciary responsibility to the University to handle cash properly, and in accordance with the procedure outlined below.

2. PURPOSE

This document establishes policies and procedures for handling all cash activities at the University of Houston, including cash acceptance, the deposit of cash, and cash fund maintenance.

3. PROCEDURE

When a University employee receives cash, it is to be deposited promptly into the appropriate authorized University cost center. Cash receipts totaling \$100.00 or more must be deposited within one working day of receipt, cash less than \$100.00 must be deposited within five working days of receipt. Please time/date stamp all receipts and upload as supporting documentation for compliance purposes. Credit card transactions must be settled daily and recorded daily via journal entry.

A. Community Eye Clinic process:

1. Upon receipt all monies are entered into patient ledger in Officemate.
2. Insurance Checks/money orders are verified to be made out to the University of Houston.
3. All monies are kept in a secure drawer at the front desk.
4. At the end of the day, the deposit is reconciled against the production summary report. The cashier's check out form is completed, and the deposit is assigned a bag which its number is then recorded on the deposit slip.
5. Checks are scanned and deposited by CashPro, the CashPro summary deposit report is printed and included with deposit scan. Original copies are kept for 2 weeks before destroying by cross shredder. When cash is available, Deposits are walked over the following

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- am across the street to Bank of America, 420 Throckmorton St. as bank closes at 4 pm. The deposit is locked in the cabinet overnight.
6. Copies of deposit slip, bag slip, check out form, production summary, CashPro deposit report and deposit receipt are then scanned and emailed to optometry business office (OBO) for journal processing. When no cash is involved, only check out form, production summary, and CashPro deposit report are required to be emailed.
 7. OBO prints out checkout form, verifies the amount against the OfficeMate summary report and checks off the amount. OBO also writes the journal #, the bag # and the H0113 reference number on the checkout form. OBO signs the form and scans the completed checkout form with the summary report, copy of deposit slip/bag # and the copy of the processed bank deposit slip, 4 pages in all for journal backup.
 8. When cash is deposited, OBO emails a scan of the bank deposit slip and email to UH Treasurer's office so that office can reconcile their daily bank deposits.
 9. OBO then creates a journal to book the deposit scanning the backup for journal and enters into workflow. A copy of the journal is given to OBO to ensure deposit is reconciled.
 10. Further business procedures included in attachments below.

ATT: (1) Department Petty Cash and Change Fund Guidelines (2) UH Police Department Money Transfer Procedures