

UNIVERSITY of
HOUSTON

Division of Research
Animal Care Operations

To: Treasury Office

From: Felicia Bentley
Department Business Administrator
Animal Care Operations
Division of Research

Via: Selesta Hodge
Executive Director, Research Financial Services
Research Division

Date: July 23, 2012

Re: Cash Handling Policy

The Research Division does not handle cash or maintain a petty cash fund. However, checks are received from St. Lukes Episcopal Health System for per diems.

Checks that are received from St. Lukes Episcopal Health System are deposited within twenty-four hours of receipt. A university journal is created detailing cost center and deposit information. The following steps are in place to insure accurate deposit. Checks are stamped for "For Deposit Only" and placed inside an official banking institution bank bag with the appropriate deposit slip. The bank bag and all paperwork are forwarded to the bursar's office to Business Office personnel, via Police Escort.

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