

## MEMORANDUM

**DATE:** July 27, 2012

**TO:** Selesta Hodge; Rhonda Stafford

**FROM:** David McMullen

**SUBJECT:** Cash Handing Process for the Center for BioMedical and Environmental Genomics (CBMEG)

---

CBMEG, on occasion, may receive checks/cash as contributions to the center or from outside billing for our recharge center, which will be handled in accordance with UH MAPP 05.01.01.

CBMEG cash/check deposit procedures provide that an authorized bank bag should be used to deposit cash/check. When cash/check is received it will be promptly deposited into the appropriate CBMEG cost center. The Financial Coordinator will ensure the safeguarding of all cash in a safe or a locked drawer or file. All checks are made out to "University of Houston," restrictively endorsed with "For Deposit Only" and identified with the appropriate CBMEG cost center. Cash totaling \$100 or most must be deposited with Student Financial Services within one working day. Cash totaling less that \$100 may be held no longer than five working days. A unique and consecutively numbered receipt to be completed, dated, and issued each time cash is received in person, with a duplicate copy maintained as a cash receipts log.

At the end of the month, CBMEG Department Business Administrator, David McMullen certifies the internal record again the University's PeopleSoft Financial Report for accuracy.

CBMEG does not anticipate receiving foreign drafts (checks). If any foreign drafts are known to be coming to our Center we will contact the Treasurer's Office prior to acceptance. (See UH MAPP 05.01.01 [IX] [A] [5] for further instruction).

Please contact CBMEG at extension 2-8841 if you have any questions regarding CBMEG's process.