

UNIVERSITY of HOUSTON

RESEARCH

DATE: July 23, 2012

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

FROM: Rhonda Stafford
Division Administrator, Research Financial Services
Research Division

SUBJECT: Cash Handling Process for the Institute for Nanoenergy (INE)

INE, does not handle cash nor maintain a petty cash fund. However, if checks are received it would be handled in accordance with UH MAPP 05.01.01.

INE 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 INE 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 INE 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, The Research Financial Services will certify the University's PeopleSoft Financial Report for accuracy.

INE 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 us at extension 3-5780 if you have any questions regarding INE's process.