**Contingency Plan to Submit Cash Deposits**

In the event the Finance System is unavailable, General Accounting will notify departments to process cash deposits as follows:

1. Complete Cash Deposit Summary Form, Deposit Slip, and Money Transmittal Form
2. Place cash in deposit bag
3. Complete Journal Deposit Form and make 2 copies
   a. 1 copy to be retained by department
   b. 1 copy to be attached to the deposit bag
4. Contact University Department of Public Safety to pick up bag for delivery to Student Financial Services
5. When deposit is delivered to Student Financial Services, Student Financial Services will log in the following information:
   a. Deposit Bag Number
   b. Money Transmittal Number
   c. Deposit Amount
   d. Deposit Date
6. When the Finance System is functioning properly, the department will prepare a deposit journal from information recorded on Journal Deposit Form and submit journal via workflow path 2. Supporting documentation required for cash deposits must be attached (Cash Deposit Summary Form and Deposit Slip).
7. Department will email Thelma Jackson-Hightower at t.jackson4@uh.edu in Student Financial Services the journal number for deposits submitted.
8. Student Financial Services will approve the journal and the journal will route to General Accounting for Final Approval.