

Cash Handling Policy

Occasionally, TcSUH receives cash and/or checks. In all cases, TcSUH will prepare and process cash and/or checks received in accordance with UH MAPP Policy 05.01.01. The policies include:

- Use of an electronic check scanner to deposit funds to university bank accounts
- Preparation of a journal to credit department cost centers
- Maintenance and use of a cash/check log
- Maintenance and use of a pre-numbered, 2 part receipt book
- Issuance of a receipt to each individual and/or business who submits cash/check for payments or reimbursements. In the event of refunds for overpayments, no receipt will be provided
- Verification that an individual and/or business is not on the UH master list of bad checks

Cash Handling Procedures

All Checks must be made payable to “University of Houston”. If they are not, we will contact the issuer and ask them to revise. If the purpose and recipient of a payment cannot be identified, the payment should be immediately deposited to the University bank account and Treasurer’s Office will be notified for research and referral to the appropriate department. The responsibility of the check receiver is to collect the checks, safeguard the checks, write receipts, and record the check details in the Check Log.

1. **Check Receiver**, Cory Tristan or Thao Le will immediately
 - a. Work with the **Department Business Administrator** to verify purpose of the deposit, appropriate cost center, allowability, and appropriate back up documentation has been provided
 - b. Enter all received checks in the Cash/Check Log
 - c. Create either a Cash Deposit Form or a Gift Transmittal Form (GTF) if the check is a gift
 - d. Sign the Cash Deposit Form as the 1st Authorized Person
 - e. Submit the checks, receipt, and all documentation to the Department **Check Depositor** Thao T Le

2. Department **Check Depositor**, Thao T Le, will
 - a. Compare the cash/checks to the receipts
 - b. Use the electronic check scanner to deposit funds and print the deposit detail from Cashpro online
 - c. Prepare a journal entry to debit the University Bank account and credit the Department cost center
 - d. Update the cash/check log with PS Journal # and Date of Deposit
 - e. Bring the deposit package to the Check Receiver to verify the following
 - i. Check numbers and amounts listed on deposit slip match checks provided
 - ii. Check is properly endorsed

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- iii. PS Journal and PS Cash Deposit Form totals match total of checks
- 3. **Certifying Signature**, Suqing Li, will review/approve the Journal Entry in PS workflow, verifying:
 - a. The correct PS cost center and account code is used
 - b. Two individuals verified the deposit
 - c. Supporting documents are uploaded
- 4. On a monthly basis, the **Department Reconciler**, Thao T Le, will reconcile the entries in the log to the university's financial system (PeopleSoft).
 - a. The log will be reviewed to ensure that all deposits are posted to the correct cost center and account code
 - b. The receipt numbers will be reviewed to ensure they are all accounted for
 - i. If numbers are missing from the sequence, it should be investigated
 - ii. If discrepancies are found, they are to be cleared immediately, and department financial records corrected in accordance with UH SAM Policy 03.F.04.

In the event the check is a gift, the following procedures are followed:

- 1. **Check Receiver** will collect information for filling out Gift Transmittal Form (GTF) online https://universityofhouston.formstack.com/forms/gift_transmittal_form and other documentation.
- 2. **Check Receiver** will give check, GTF, and supporting documentation to Check Depositor.
- 3. **Check Depositor** completes online GTF, Money Transmittal Form and Deposit Bag
- 4. **Check Depositor** will give items to **Certifying Signature** to review the documents.
- 5. **Certifying Signature** sign the GTF after GPR approves.
- 6. **Check Depositor** will
 - a. Scan a copy of GTF, Money Transmittal, and Bag ID into department records
 - b. Seal the deposit bag
 - b. Complete a Money Transfer Request through <https://uh.edu/police/community-services/transfers/> for Pickup from UHPD
 - c. Safeguard the items until retrieved by UHPD

At the end of each month, TcSUH's Department Business Administrator will compare the internal record against the University's PeopleSoft Financial Report for accuracy.

TcSUH will normally accept payments/cash in U.S. funds. If foreign drafts (checks) and/or wire transfers are to be accepted for payment, the Treasurer's Office should be contacted prior to acceptance.

Should you have any questions regarding TcSUH's process, please contact me at 713-743-8216