

CASH/CHECK DEPOSIT PROCEDURES – DESK GUIDE

Step	Activity	Notes/Examples
1.	Collect cash and checks	<ul style="list-style-type: none"> • Cash handlers must be authorized • Acceptable form of receipt must be used • Checks/Money Orders must be made payable to “University of Houston” • Checks must be endorsed immediately upon receipt (or when drawers are balanced) with a UH deposit stamp ordered from the Treasurer’s Office. All stamps must say “for deposit only”. • Checks and cash must be physically safeguarded and stored until submitted for deposit. • Funds totaling \$100 or more must be deposited within one working day of receipt. Funds less than \$100 must be deposited within five working days of receipt.
2.	Prepare non-remote checks for deposit	<ul style="list-style-type: none"> • Remove remittance advices from checks • Write each check (check number and amount) on the deposit ticket <ul style="list-style-type: none"> ○ deposit tickets hold 28 checks; if the department regularly deposits in excess of 28 checks, contact the Treasurer’s Office to obtain a check scanner that will deposit checks as credit card receipts • Endorse checks (if not done at time of receipt) with a UH deposit stamp ordered from the Treasurer’s Office. All stamps must say “for deposit only”. • Scan or photo-copy checks (must block bank account and routing numbers) • Refer to number 11 to prepare journal

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3.	Prepare remote checks for deposit	<ul style="list-style-type: none"> • Remove remittance advices from checks • Log in to CashPro Online • Navigate to the Remote Deposit Screen (Receipts>Remote Deposit) • Select “Create New Deposit” • Enter Account Group – your area • Enter Account Number – on your deposit ticket • Enter Deposit Type = Simple • Enter Clearing Channel = Image • Enter the number of items to be deposited (total number of checks) plus one for the deposit ticket. • Enter the total deposit amount for this Account Number. You must enter decimals or the system will create them out of your last two digits. • Place checks in the Scanner entry tray with the front of the checks facing out. Slide the checks up to the line mark in the scanner. <ul style="list-style-type: none"> ○ Tray holds 499 items. It is recommended to scan all short checks separately from long checks. • Click “Start Capture” to scan the items. • Scanner will print on the back of each check. No endorsement is required for these checks. • Confirm deposit is transmitted and balanced by clicking on the “Complete” button. Complete button should be green if deposit is balanced. • Click “OK” to transmit the deposit. • Print “Deposit Detail by Account” report from the Remote Deposit Reports. <ul style="list-style-type: none"> ○ Enter the date range, account group and select “Create Report” ○ Do not print the check images • Refer to numbers 12 and 13 to prepare journal.
4.	Prepare cash for deposit	<ul style="list-style-type: none"> • Coins must be rolled unless there are less coins than required • Deposit tickets have a worksheet for bills and coins on the back of the white copy that can be used to organize deposits, but does not have to be used

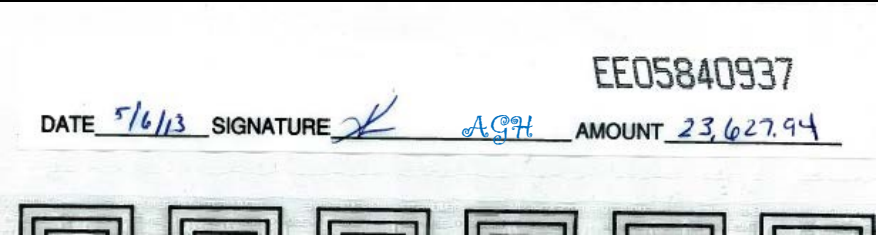
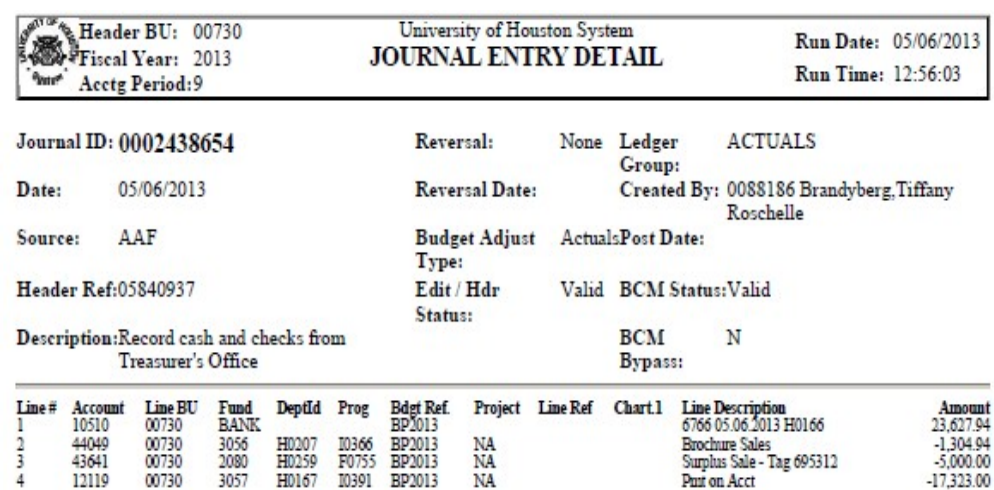
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5.	<p>Prepare Cash Deposit Form</p> <p>The form has two sections.</p> <p>The first is for cash and requires listing all types of currency and quantity.</p> <p>The second is for checks and requires an individual listing of all checks.</p> <p>Cash Deposit Summary Form must have the Department ID, Department Name, Bag Number, and Journal ID as well as the signature of <u>both</u> persons verifying the deposit.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p style="text-align: center;">University of Houston Cash Deposit Summary Form</p> <p>DeptID: <u>H0166</u> Dept Name: <u>Treasurer's Office</u></p> <p>Bag #: <u>EE05840937</u> Journal ID: <u>00730-000248864</u></p> <p>CASH</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Currency:</td> <td style="width: 25%;">Extended Total</td> <td style="width: 25%;"></td> </tr> <tr> <td>0 x \$100 Bills</td> <td>0.00</td> <td></td> </tr> <tr> <td>3 x \$50 Bills</td> <td>150.00</td> <td></td> </tr> <tr> <td>5 x \$20 Bills</td> <td>100.00</td> <td></td> </tr> <tr> <td>7 x \$10 Bills</td> <td>70.00</td> <td></td> </tr> <tr> <td>3 x \$5 Bills</td> <td>15.00</td> <td></td> </tr> <tr> <td>0 x \$2 Bills</td> <td>0.00</td> <td></td> </tr> <tr> <td>14 x \$1 Bills</td> <td>14.00</td> <td></td> </tr> <tr> <td></td> <td>Currency Total</td> <td style="text-align: right;">\$299.00</td> </tr> </table> <p>Rolled Coins:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>0 Quarters (\$10)</td> <td>0.00</td> <td></td> </tr> <tr> <td>1 Dimes (\$1)</td> <td>0.10</td> <td></td> </tr> <tr> <td>0 Nickels (\$2)</td> <td>0.00</td> <td></td> </tr> <tr> <td>0 Pennies (\$0.50)</td> <td>0.00</td> <td></td> </tr> <tr> <td></td> <td>Rolled Coins Total</td> <td style="text-align: right;">\$0.10</td> </tr> </table> <p>Loose Coins:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>0 Dollars (\$1)</td> <td>0.00</td> <td></td> </tr> <tr> <td>0 Halves (\$0.50)</td> <td>0.00</td> <td></td> </tr> <tr> <td>3 Quarters (\$0.25)</td> <td>0.75</td> <td></td> </tr> <tr> <td>1 Dimes (\$0.10)</td> <td>0.10</td> <td></td> </tr> <tr> <td>1 Nickels (\$0.05)</td> <td>0.05</td> <td></td> </tr> <tr> <td>4 Pennies (\$0.01)</td> <td>0.04</td> <td></td> </tr> <tr> <td></td> <td>Loose Coins Total</td> <td style="text-align: right;">\$0.94</td> </tr> </table> <p style="text-align: right;">Total Cash <u>\$304.94</u></p> </div> <div style="width: 48%;"> <p style="text-align: center;">University of Houston Cash Deposit Summary Form</p> <p>DeptID: <u>H0166</u> Dept Name: <u>Treasurer's Office</u></p> <p>Bag #: <u>EE05840937</u> Journal ID: <u>00730-000248864</u></p> <p>CHECKS</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th>Check #</th> <th>Check Date</th> <th>Date Check Received</th> <th>Name</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>17928</td> <td>5/1/2013</td> <td>5/6/2013</td> <td>E. Smith</td> <td>Brochure Sales</td> <td>\$1,000.00</td> </tr> <tr> <td>3163758</td> <td>5/1/2013</td> <td>5/6/2013</td> <td>Smith-Trean, Inc.</td> <td>Employee Payroll</td> <td>\$5,000.00</td> </tr> <tr> <td>3163758</td> <td>5/1/2013</td> <td>5/6/2013</td> <td>James LTD</td> <td>Payment on Account</td> <td>\$17,323.00</td> </tr> <tr> <td colspan="5" style="text-align: right;">Total Checks</td> <td style="text-align: right;">\$33,323.00</td> </tr> </tbody> </table> <p style="text-align: right;">Total Deposit Amount <u>\$33,627.94</u></p> <p>I certify that I independently verified that the amount of the currency and checks placed in the deposit bag matches the amount above.</p> <p>Karin Livingston <u>Karin Livingston</u> 5/6/13 Name of 1st Authorized Person Signature Date</p> <p>Tiffany Brandyberg <u>Tiffany Brandyberg</u> 5/6/13 Name of 2nd Authorized Person Signature Date</p> </div> </div>	Currency:	Extended Total		0 x \$100 Bills	0.00		3 x \$50 Bills	150.00		5 x \$20 Bills	100.00		7 x \$10 Bills	70.00		3 x \$5 Bills	15.00		0 x \$2 Bills	0.00		14 x \$1 Bills	14.00			Currency Total	\$299.00	0 Quarters (\$10)	0.00		1 Dimes (\$1)	0.10		0 Nickels (\$2)	0.00		0 Pennies (\$0.50)	0.00			Rolled Coins Total	\$0.10	0 Dollars (\$1)	0.00		0 Halves (\$0.50)	0.00		3 Quarters (\$0.25)	0.75		1 Dimes (\$0.10)	0.10		1 Nickels (\$0.05)	0.05		4 Pennies (\$0.01)	0.04			Loose Coins Total	\$0.94	Check #	Check Date	Date Check Received	Name	Description	Amount	17928	5/1/2013	5/6/2013	E. Smith	Brochure Sales	\$1,000.00	3163758	5/1/2013	5/6/2013	Smith-Trean, Inc.	Employee Payroll	\$5,000.00	3163758	5/1/2013	5/6/2013	James LTD	Payment on Account	\$17,323.00	Total Checks					\$33,323.00
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6.	<p>Prepare Deposit Ticket</p> <p>Write the Bag Number above the Account Number.</p>	<p style="text-align: center;">Bank of America</p> <p style="text-align: center;">TOTAL \$ <u>23,627.94</u></p> <p style="text-align: center;"><u>EE05840937</u></p> <p style="text-align: center;">100015155255*</p>																																																																																													

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7.	Obtain independent verification of the deposit by a second person who is authorized to handle cash.	<ul style="list-style-type: none"> • Recount cash, coin, and checks • Confirm that cash and coin totals are correct and recorded on deposit ticket accurately • Confirm that checks are all listed separately on the Deposit Ticket accurately and total correctly • Confirm that the Deposit Bag number is written above the account number on the deposit ticket • Confirm that the Deposit Summary form is complete for cash • Confirm that the Deposit Summary form is complete for checks • Sign the Deposit Summary form(s) 												
8.	Place cash and checks in Deposit Bag with Deposit Ticket and seal Deposit Bag. Both cash verifiers must be present. Because bag is being sealed, cash verification must have already occurred. Deposit Bags must be see-through, and be purchased through the Cashier's Office.	Deposit Bags may contain only: <ul style="list-style-type: none"> • Cash • Small amounts of loose coins (or rolled coins) for the deposit • Checks • One original deposit ticket <p style="text-align: center; margin-top: 10px;">DEPOSIT BAGS CONTAINING ADDITIONAL ITEMS INSIDE WILL BE RETURNED TO THE DEPARTMENT FOR RE-PROCESSING.</p>												
9.	Complete the Deposit Bag: <ul style="list-style-type: none"> • TO: BOA • From: Department Name as shown on the Deposit Ticket, with Deposit Ticket Department Number • Location: leave blank • Date: The date the deposit was placed in the Deposit Bag • Signature: Initials of both deposit verifiers • Deposit List: <ul style="list-style-type: none"> ○ Line 1: Cash (currency) Amount ○ Line 2: Coin Amount ○ Line 3: Check Amount (total, do not list checks separately) 	<div style="text-align: right; margin-bottom: 10px;">EE05840937</div> <p>LOADING INSTRUCTIONS:</p> <ol style="list-style-type: none"> 1. Use ball point pen to complete all information BEFORE loading bag. List each deposit separately. 2. Remove the release liner and press adhesive lip FIRMLY over warning lines to seal. 3. Attempts to re-open will damage bag. 4. Tear off and save numbered receipt. <p>TO: <u>BOA</u></p> <hr/> <p>FROM: <u>TREASURY #083</u></p> <p>LOCATION: _____</p> <p>DATE: <u>5/16/13</u> SIGNATURE: <u>TR TR</u></p> <p>DEPOSIT LIST:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">1. \$ <u>299.00</u></td> <td style="width: 50%;">7. \$ _____</td> </tr> <tr> <td>2. \$ <u>5.94</u></td> <td>8. \$ _____</td> </tr> <tr> <td>3. \$ <u>29,323.00</u></td> <td>9. \$ _____</td> </tr> <tr> <td>4. \$ _____</td> <td>10. \$ _____</td> </tr> <tr> <td>5. \$ _____</td> <td>11. \$ _____</td> </tr> <tr> <td>6. \$ _____</td> <td>12. \$ _____</td> </tr> </table>	1. \$ <u>299.00</u>	7. \$ _____	2. \$ <u>5.94</u>	8. \$ _____	3. \$ <u>29,323.00</u>	9. \$ _____	4. \$ _____	10. \$ _____	5. \$ _____	11. \$ _____	6. \$ _____	12. \$ _____
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10.	Remove the Confirmation Strip from the Deposit Bag and retain as part of your documentation. <ul style="list-style-type: none"> • Date: The date the deposit was placed in the Deposit Bag • Amount: The total amount of the deposit • Signature: Initials of both deposit verifiers 																																																													
11.	Prepare Journal for non-remote cash check deposit <ul style="list-style-type: none"> • Cash, checks, and coin are deposited to GL Bank 10510 for UH and 10710 for UHS. • The bag number is in the Journal Header Reference. The Deposit Bag number will exceed the number of spaces available in the Journal Header Reference line (limited to 8 characters). Truncate from the beginning of the bag number (ex: Deposit Bag number is EE05840937, Journal Header Reference is 05840937) • The Bank (account 10510 or 10710) journal line reference contains the last four digits of the bank account from the deposit slip, the date the cash was placed in the deposit bag, and the PS Department ID. <ul style="list-style-type: none"> ○ Example: ○ 6766 05.06.2013 H0166 • Upload Journal support, which includes: <ul style="list-style-type: none"> ○ Copy of the Deposit Ticket ○ Copy of the signed Cash Deposit Summary Form ○ Cash register/sales system report or receipts, if applicable 	 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Line #</th> <th>Account</th> <th>Line BU</th> <th>Fund</th> <th>DeptId</th> <th>Prog</th> <th>Bdg Ref</th> <th>Project</th> <th>Line Ref</th> <th>Chart 1</th> <th>Line Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10510</td> <td>00730</td> <td>BANK</td> <td></td> <td></td> <td>BP2013</td> <td></td> <td></td> <td></td> <td>6766 05.06.2013 H0166</td> <td>23,627.94</td> </tr> <tr> <td>2</td> <td>44049</td> <td>00730</td> <td>3056</td> <td>H0207</td> <td>I0366</td> <td>BP2013</td> <td>NA</td> <td></td> <td></td> <td>Brochure Sales</td> <td>-1,304.94</td> </tr> <tr> <td>3</td> <td>43641</td> <td>00730</td> <td>2080</td> <td>H0259</td> <td>F0755</td> <td>BP2013</td> <td>NA</td> <td></td> <td></td> <td>Surplus Sale - Tag 695312</td> <td>-5,000.00</td> </tr> <tr> <td>4</td> <td>12119</td> <td>00730</td> <td>3057</td> <td>H0167</td> <td>I0391</td> <td>BP2013</td> <td>NA</td> <td></td> <td></td> <td>Prur on Acct</td> <td>-17,323.00</td> </tr> </tbody> </table>	Line #	Account	Line BU	Fund	DeptId	Prog	Bdg Ref	Project	Line Ref	Chart 1	Line Description	Amount	1	10510	00730	BANK			BP2013				6766 05.06.2013 H0166	23,627.94	2	44049	00730	3056	H0207	I0366	BP2013	NA			Brochure Sales	-1,304.94	3	43641	00730	2080	H0259	F0755	BP2013	NA			Surplus Sale - Tag 695312	-5,000.00	4	12119	00730	3057	H0167	I0391	BP2013	NA			Prur on Acct	-17,323.00
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12.	<p>Prepare Journal for cash and remote check deposit</p> <ul style="list-style-type: none"> • Cash, checks, and coin are deposited to GL Bank 10510 for UH and 10710 for UHS. • The bag number is in the Journal Header Reference. The Deposit Bag number will exceed the number of spaces available in the Journal Header Reference line (limited to 8 characters). Truncate from the beginning of the bag number (ex: Deposit Bag number is EE05840937, Journal Header Reference is 05840937) • Non-remote deposit: The Bank (account 10510 or 10710) journal line reference contains the last four digits of the bank account from the deposit slip, the date the cash was placed in the deposit bag, and the PS Department ID. <ul style="list-style-type: none"> ○ Example: ○ 6766 05.06.2013 H0166 • Remote deposit: The Bank (account 10510 or 10710) journal line reference contains RCD, the last four digits of the bank account from the deposit slip, the date the cash was placed in the deposit bag, and the PS Department ID. <ul style="list-style-type: none"> ○ Example: ○ RCD 6766 05.06.2013 H0166 • Upload Journal support, which includes: <ul style="list-style-type: none"> ○ Copy of the Deposit Ticket ○ Copy of the signed Cash Deposit Summary Form ○ Copy of the Deposit Detail by Account Report <p>Cash register/sales system report or receipts, if applicable</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Header BU:</td> <td style="width: 30%;">00730</td> <td style="width: 30%; text-align: right;">University of Houston System</td> </tr> <tr> <td>Fiscal Year:</td> <td>2015</td> <td style="text-align: center;">JOURNAL ENTRY DETAIL</td> </tr> <tr> <td>Acctg Period:</td> <td>12</td> <td style="text-align: right;">Run Date: 08/24/2015</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;">Run Time: 04:40:30</td> </tr> </table> </div> <p>Journal ID: 0002885091 Reversal: None Ledger Group: ACTUALS Date: 08/20/2015 Reversal Date: Created By: 0615251 Marvels,Antoinette Renee Source: AAF Budget Adjust Type: Actuals Post Date: Header Ref: 04653570 Edit / Hdr Status: Valid BCM Status: Valid Description: 08/19/2015 Cash and Credit Card Transactions for Parking/Meters/Permits/Citations. 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CASH/CHECK DEPOSIT PROCEDURES – DESK GUIDE

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13.	<p>Prepare Journal for remote check deposit</p> <ul style="list-style-type: none"> • Checks are deposited to GL Bank 10510 for UH and 10710 for UHS. • The deposit number is in the Journal Header Reference. • The Bank (account 10510 or 10710) journal line reference contains RCD, the last four digits of the bank account from the deposit slip, the date the cash was placed in the deposit bag, and the PS Department ID. <ul style="list-style-type: none"> ○ Example: ○ RCD 6766 05.06.2013 H0166 • Upload Journal support, which includes: <ul style="list-style-type: none"> ○ Copy of the Deposit Ticket ○ Copy of the signed Cash Deposit Summary Form ○ Copy of the Deposit Detail by Account Report <p>Cash register/sales system report or receipts, if applicable</p>	<p>Notes/Examples</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Header BU: 00730</td> <td style="width: 30%; text-align: center;">University of Houston System</td> <td style="width: 40%; text-align: right;">Run Date: 08/24/2015</td> </tr> <tr> <td>Fiscal Year: 2015</td> <td style="text-align: center;">JOURNAL ENTRY DETAIL</td> <td style="text-align: right;">Run Time: 04:40:30</td> </tr> <tr> <td>Acctg Period: 12</td> <td></td> <td></td> </tr> </table> </div> <p>Journal ID: 0002885091 Reversal: None Ledger Group: ACTUALS Date: 08/20/2015 Reversal Date: Created By: 0615251 Marvels,Antoinette Renee Source: AAF Budget Adjust Type: ActualsPost Date: Header Ref: 04653570 Edit / Hdr Status: Valid BCM Status: Valid Description: 08/19/2015 Cash and Credit Card Transactions for Parking/Meters/Permits/Citations. Bag #EE04653570 BCM Bypass: N</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Line #</th> <th>Account</th> <th>Line BU</th> <th>Fund</th> <th>DeptId</th> <th>Prog</th> <th>Bdgt Ref.</th> <th>Project</th> <th>Line Ref</th> <th>Chart.1</th> <th>Line Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>23114</td> <td>00730</td> <td>9007</td> <td>H0178</td> <td>E0581</td> <td>BP2015</td> <td>NA</td> <td></td> <td></td> <td>Metro QCard</td> <td>-5.00</td> </tr> <tr> <td>2</td> <td>43632</td> <td>00730</td> <td>3056</td> <td>H0178</td> <td>10375</td> <td>BP2015</td> <td>NA</td> <td></td> <td></td> <td>Citation</td> <td>-182.00</td> </tr> <tr> <td>3</td> <td>44028</td> <td>00730</td> <td>3056</td> <td>H0178</td> <td>10375</td> <td>BP2015</td> <td>NA</td> <td></td> <td></td> <td>Student Permits</td> <td>-270.00</td> </tr> <tr> <td>4</td> <td>44250</td> <td>00730</td> <td>3056</td> <td>H0178</td> <td>10375</td> <td>BP2015</td> <td>NA</td> <td></td> <td></td> <td>Visitor Permits</td> <td>-2.77</td> </tr> <tr> <td>5</td> <td>20604</td> <td>00730</td> <td>3056</td> <td>H0178</td> <td>10375</td> <td>BP2015</td> <td>NA</td> <td></td> <td></td> <td>Visitor Permits-Tax</td> <td>-0.23</td> </tr> <tr> <td>6</td> <td>44250</td> <td>00730</td> <td>3056</td> <td>H0178</td> <td>13483</td> <td>BP2015</td> <td>NA</td> <td></td> <td></td> <td>Visitor Garage Revenue</td> <td>-2.77</td> </tr> <tr> <td>7</td> <td>20604</td> <td>00730</td> <td>3056</td> <td>H0178</td> <td>13483</td> <td>BP2015</td> <td>NA</td> <td></td> <td></td> <td>Visitor Garage Revenue-Tax</td> <td>-0.23</td> </tr> <tr> <td>8</td> <td>10510</td> <td>00730</td> <td>BANK</td> <td></td> <td></td> <td>BP2015</td> <td></td> <td></td> <td></td> <td>6083-08/20/2015-H0178</td> <td>281.00</td> </tr> <tr> <td>9</td> <td>10510</td> <td>00730</td> <td>BANK</td> <td></td> <td></td> <td>BP2015</td> <td></td> <td></td> <td></td> <td>RCD 6083-08/19/2015-H0178</td> <td>182.00</td> </tr> </tbody> </table>	Header BU: 00730	University of Houston System	Run Date: 08/24/2015	Fiscal Year: 2015	JOURNAL ENTRY DETAIL	Run Time: 04:40:30	Acctg Period: 12			Line #	Account	Line BU	Fund	DeptId	Prog	Bdgt Ref.	Project	Line Ref	Chart.1	Line Description	Amount	1	23114	00730	9007	H0178	E0581	BP2015	NA			Metro QCard	-5.00	2	43632	00730	3056	H0178	10375	BP2015	NA			Citation	-182.00	3	44028	00730	3056	H0178	10375	BP2015	NA			Student Permits	-270.00	4	44250	00730	3056	H0178	10375	BP2015	NA			Visitor Permits	-2.77	5	20604	00730	3056	H0178	10375	BP2015	NA			Visitor Permits-Tax	-0.23	6	44250	00730	3056	H0178	13483	BP2015	NA			Visitor Garage Revenue	-2.77	7	20604	00730	3056	H0178	13483	BP2015	NA			Visitor Garage Revenue-Tax	-0.23	8	10510	00730	BANK			BP2015				6083-08/20/2015-H0178	281.00	9	10510	00730	BANK			BP2015				RCD 6083-08/19/2015-H0178	182.00
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14.	<p>Submit the Journal through workflow path 2 (Dept/College/Division – Stu Fin – Accounting Office) to obtain the Departmental Approval (approval level 2).</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="background-color: #4f81bd; color: white; padding: 2px;">Route To</p> <p>*Please select the appropriate approval path:</p> <p><input type="radio"/> Dept/Coll/Div - Accounting Office</p> <p><input checked="" type="radio"/> Dept/Coll/Div - Stu Fin - Accounting Office</p> <p><input type="radio"/> Dept/Coll/Div - OCG - Accounting Office</p> </div>																																																																																																																																	

CASH/CHECK DEPOSIT PROCEDURES – DESK GUIDE

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15.	When the Departmental Approval is obtained, print out the Journal showing the Departmental Approval and paper-clip the Journal to the Deposit Bag.	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th colspan="5" style="text-align: left;">Approval History</th> </tr> <tr> <th style="width: 5%;">Step</th> <th style="width: 10%;">Status</th> <th style="width: 30%;">Date Timestamp</th> <th style="width: 15%;">User ID</th> <th style="width: 40%;">Name</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>I</td> <td>05/06/2013 12:54 PM</td> <td>0088186</td> <td>Brandyberg,Tiffany Roschelle</td> </tr> <tr> <td>01</td> <td>A</td> <td>05/06/2013 12:55 PM</td> <td>0082994</td> <td>Drew,Margaret L</td> </tr> <tr> <td>02</td> <td>P</td> <td>05/06/2013 12:54 PM</td> <td></td> <td></td> </tr> <tr> <td>03</td> <td>P</td> <td>05/06/2013 12:54 PM</td> <td></td> <td></td> </tr> </tbody> </table> <p>DEPOSITS SUBMITTED WITHOUT AN ATTACHED COPY THE JOURNAL THAT SHOWS DEPARTMENTAL APPROVAL WILL NOT BE PICKED UP BY THE UH POLICE DEPARTMENT, AND WILL BE RETURNED TO THE DEPARTMENT FOR RE-PROCESSING.</p>	Approval History					Step	Status	Date Timestamp	User ID	Name	0	I	05/06/2013 12:54 PM	0088186	Brandyberg,Tiffany Roschelle	01	A	05/06/2013 12:55 PM	0082994	Drew,Margaret L	02	P	05/06/2013 12:54 PM			03	P	05/06/2013 12:54 PM		
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16.	<p>Prepare the Money Transmittal Form Only one Deposit Bag can be listed per Money Transmittal Form. If multiple deposits are being submitted, separate Money Transmittal Forms must be used.</p> <p>Money Transmittal Forms must be ordered from the Cashier's Office.</p> <ul style="list-style-type: none"> • Bag Number: Of deposit bag • Date: Date UH Police Department pick-up requested • From (1st line): Department Name as shown on the Deposit Ticket, with Deposit Ticket Department Number • No. Items (1st line): 1 • Said To Contain (1st line): Total amount of deposit • Prepared/Received (1st line): Initials of person preparing the Money Transmittal Form • UHS (1st line): will be initialed by the UH Police Department representative that picks up the deposit. • To (2nd line): Cashier's Office <p>The UH Police Department representative will leave the white copy with the department.</p>	<div style="text-align: right; font-weight: bold; font-size: 1.2em;">MONEY TRANSMITTAL</div> <div style="text-align: right; margin-top: 5px;">No 208641</div> <div style="text-align: right; margin-top: 5px;">BAG NUMBER <u>EE05840937</u></div> <div style="text-align: right; margin-top: 5px;">DATE <u>5/6/13</u></div> <div style="margin-top: 10px;">  <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 25%;">OFFICE</th> <th style="width: 15%;">NO. OF ITEMS</th> <th style="width: 15%;">SAID TO CONTAIN</th> <th style="width: 20%;">PREPARED/RECEIVED</th> <th style="width: 10%;">UHS</th> <th style="width: 15%;">TIME</th> </tr> </thead> <tbody> <tr> <td>From <u>TREASURY #083</u></td> <td><u>1</u></td> <td><u>\$ 23,627.94</u></td> <td><u>[Signature]</u></td> <td></td> <td></td> </tr> <tr> <td>To <u>CASHIER'S OFFICE</u></td> <td></td> <td>\$</td> <td></td> <td></td> <td></td> </tr> <tr> <td>From</td> <td></td> <td>\$</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>\$</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <p style="margin-top: 20px;">MONEY TRANSMITTAL FORMS WITH MORE THAN ONE DEPOSIT ATTACHED WILL NOT BE PICKED UP BY THE UH POLICE DEPARTMENT, OR WILL BE RETURNED TO THE DEPARTMENT FOR RE-PROCESSING.</p>	OFFICE	NO. OF ITEMS	SAID TO CONTAIN	PREPARED/RECEIVED	UHS	TIME	From <u>TREASURY #083</u>	<u>1</u>	<u>\$ 23,627.94</u>	<u>[Signature]</u>			To <u>CASHIER'S OFFICE</u>		\$				From		\$						\$			
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17.	<p>Contact the UH Police Department for pickup</p> <ul style="list-style-type: none"> • Change orders requests must be submitted no later than 10:00 AM 	<p>Requests for pickup can be made online at: http://uh.edu/police/transfers.html</p> <ul style="list-style-type: none"> • Information requested includes: Pickup location, contact person, phone number, destination, transfer amount, and special instructions. • Departments with additional questions can contact police dispatch at 713.743.0600 or Officer Wilkins at lbroussa@central.uh.edu. • Requests must be submitted by 2:30 PM if same day service is needed. Requests received after 2:30 PM will be picked up the next day. • Deposits must be in the Cashier's Office by 1:30 PM in order to be transported to the bank on that day. 																														

CASH/CHECK DEPOSIT PROCEDURES – DESK GUIDE

Step	Activity	Notes/Examples
18.	Retain deposit documentation for six months	<ul style="list-style-type: none"> • Scans or copies of checks (must block bank account and routing numbers) • Copy of Deposit Ticket • Copy of Money Transmittal Form • Signed copy of Cash Deposit Summary Form • Copy of Journal showing Departmental Approval • Confirmation Strip from Deposit Bag • Cash register/sales system report or receipts, if applicable
19.	<p>When cash is transported to the Cashier's Office by the UH Police Department, the Cashier's Office will:</p> <ul style="list-style-type: none"> • Confirm that the deposit contains all required documentation <ul style="list-style-type: none"> ○ Cash, coin, checks and one copy of the Deposit Ticket in the Deposit Bag ○ Journal showing Departmental Approval attached to the deposit bag ○ Money Transmittal Form for a single deposit • If all documentation is submitted with the deposit, The Cashier's Office will: <ul style="list-style-type: none"> ○ Log the Deposit Bag ○ Approve the Journal in PS Finance ○ Submit the Deposit Bag for pick-up by the courier 	<p style="text-align: center;">INCOMPLETE OR INCORRECTLY PREPARED DEPOSITS WILL BE RETURNED TO THE DEPARTMENT FOR RE-PROCESSING.</p>
20.	<p>Personnel submitting incorrectly prepared or complete cash deposits and deposit journals may:</p> <ul style="list-style-type: none"> • Be required to re-take the on-line Cash Security Procedures, Cash Deposit and Security Procedures, Petty Cash and Change Fund, or the class-room based GL Journal Entry training courses. • Have change and/or petty cash fund approval revoked. • Have Cash Handling approval revoked. 	

CASH/CHECK DEPOSIT PROCEDURES – DESK GUIDE

Step	Activity	Notes/Examples
21.	<p>General Accounting will review all Journals submitted and confirm:</p> <ul style="list-style-type: none"> • Cash amount per Journal agrees to amount per Deposit Ticket • Cost center and revenue account appear accurate • Supporting documentation contains <ul style="list-style-type: none"> ○ Copy of the Deposit Ticket ○ Copy of the signed Cash Deposit Summary Form ○ Cash register/sales system report or receipts, if applicable ○ May include a copy of a 1074 report if the deposit is made to credit non-revenue GL Account. <p>Once these items are confirmed, Journals will be posted</p>	<p>Journals with errors or incomplete support will be denied back to the department. If a Journal is denied back to the department, select Path 1 instead of Path 2 when resubmitting the Journal to General Accounting. This is because there is no longer a cash deposit to be processed with the journal.</p>
22.	<p>Contacts for questions</p>	<p style="text-align: center;">, Manager General Accounting 713-743-4594 mdavila5@uh.edu</p> <p>Nancy Tran, Associate Director for Student Financial Services 832-843-9127 ntran@uh.edu</p>