

FY25 CASH HANDLING GUIDELINES: UNIVERSITY EYE INSTITUTE

1. SCOPE

The state of Texas and the University of Houston require all employees who handle cash on behalf of the University to complete a cash handling course each fiscal year. All guidelines and MAPP policies must be followed to ensure accountability for money received.

In accordance with [MAPP 05.01.01](#), Cash Handling, all cash transactions involving the University, its colleges, or any departments are subject to all applicable state laws and regulations and University policies and procedures, including University of Houston [System Administrative Memoranda 03.A.07](#), – Petty Cash Procedures, [08.A.03](#) – Gift Acceptance, and [03.F.04](#) – Cash Handling. All University employees have a fiduciary responsibility to the University to handle cash properly, and in accordance with the procedure outlined below.

2. PURPOSE

This document establishes policies and procedures for handling all cash activities at the University of Houston, including cash acceptance, the deposit of cash, and cash fund maintenance.

3. PROCEDURE

When a University employee receives cash, it is to be deposited promptly into the appropriate authorized University cost center. Cash receipts totaling \$100.00 or more must be deposited within one working day of receipt, cash less than \$100.00 must be deposited within five working days of receipt. Please time/date stamp all receipts and upload as supporting documentation for compliance purposes. Credit card transactions must be settled daily and recorded daily via journal entry.

- A. Cash and checks are processed in accordance with university and college guidelines within 24 hours.
- B. Upon receipt, cash and checks are entered into Compulink patient ledger and a receipt is issued.
- C. Credit cards, CareCredit and Telecheck is batched every evening. Compulink revenue report is reconciled to the day's income at the end of every business day by the clinic cashiers. Cashiers will turn in the bag to the supervisor that will check the report and money has balanced and sign off. Then the bank bag and reports are placed in the safe.
- D. Overall reconciliation of cashiers and Compulink system is completed by Cynthia Swindells/Voncille McGilbert
- E. UH employee or UH designee for accuracy, completeness and appropriateness as required by UH guidelines each morning.
- F. Funds and cashier's worksheet is placed in a bank safety bag and submitted to the Optometry Business office, room 2184 and posted to the Optometry Business log upon

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receipt. The BO log is completed with pertinent information. UEI and the BO employee accepting revenue must sign the receipt. UEI retains copy and BO keeps original.

H. 7. Further business procedures included in "Optometry Business Office" attachment.