

# Gift Processing and Records Work Instructions

## Cash/Check Handling Procedures

### PURPOSE

The purpose of the Cash/Check Handling Procedure is to guide Gift Processing and Records staff on the guidelines of depositing and recording gifts received by Gift Processing and Records (GPR).

### OVERVIEW

This document describes the process and handling of cash/check gifts.

### REQUIREMENTS

- *Advance* Gift Entry Training
- UH Cash Security Training
- UH Cash Deposit and Security Training

### Rules

All gifts are processed in the Cash Room/Vault beginning at 8:30 a.m. every morning. It's required for two people to remain in the Cash Room/ Vault at all times, while processing check gifts and for three people to remain in the room for cash gifts.

### HOW-TOS

Begin by opening all envelopes. At least two people must be present while opening the mail. Each gift that is received must be stamped with the date/time machine. When stamping the gift, place the stamp within the blank area, so it does not interfere with information on the Gift Transmittal Form (GTF)/document. Shred all remaining empty envelopes. The only time envelopes will be retained is after the Christmas break.

Take note of the following while making a DB batch:

- All gifts received for University of Houston Foundation (UHF), University of Houston-Clear Lake (UHCL), University of Houston-Downtown (UHD), University of Houston-Victoria (UHV), or University of Houston (UH) Law Foundation, and gifts will be mailed/delivered to the organization for deposit.
- Verify that the gift has an allocation. If the gift also requires an appeal code, display it on the gift documentation. **Note:** Not all gifts will have an appeal code.
- Without an appeal code, the gift will be processed but the Gift Processor will need to modify the gift entry, once the information is provided from the appropriate college/department.
- Without an allocation, the gift will be processed and placed into a holding account until they are provided from the appropriate college/department with the allocation.

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- Notify the appropriate college/department that the allocation and/or appeal code is missing. If the donor has previously donated to the University, review that donor's giving summary in *Advance* in order to possibly determine this information.
  - **Note:** If a copy of the gift has been sent via e-mail and the information being sent has the checking account and bank routing number or credit card number included, this information must be redacted or when copying the gift, prevent this information from being visible.

While reviewing the allocations, if the allocation starts with an "HE" or simply says "endowment" GPR does not process these endowments, since they are processed by Treasury. Endowments are copied with cost center information and sent to Treasury.

### Matching Gifts

**Note:** Do not write on anything that comes in from a company or a donor with matching gift forms. If documentation of the matching gift is necessary, make a copy and write on the copy.

If a gift is a matching gift, take the following steps:

1. Determine if the gift is from a company (e.g., Exxon, Shell, AIG, etc.).
  2. Determine if the check memo acknowledges the Matching Gifts Administer.
  3. Review the check as it may indicate that there is a matching gift.
  4. To clarify if the gift is matching, ask the Matching Gifts Administer.
  5. When it is verified that a gift is a matching gift, make one copy of the check.
  6. Place the backup documentation and any other matching gift information with a copy of the check, paper-clip it together, and place it in a separate pile. This information will be given to the Matching Gifts Administer once the batch is complete.
  7. Place the original check in the safe in a filing folder for the Matching Gifts Administer.
  8. If only the Matching Gift Form is received, give it to the Matching Gift Administrator.
  9. If a gift has an attached Matching Gift Form, process the gift first and place a red dot on the gift documentation. After the gift is processed, the gift documentation is given to the Matching Gifts Administer.
- If the gift documentation/GTF is a payroll deduction, collect the forms and give to the appropriate person to process.
  - Credit card batches are referred to as "C" batches. These are also collected separately and processed by the GPR credit card processor.

**Note:** If the gift(s) are not a payroll deduction or credit card, proceed with creating a DB batch.

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There are two types of DB batches; checks and cash. The two cannot be combined, so there must be two separate batches.

### Check Batches

If the batch consists of checks, complete the following steps:

1. Place checks in pile.
2. Use the calculator and make sure to include the time/date that is on the tape, add up the checks, and remove the tape with the total from the calculator. Write the word "checks" at the top of the tape and initial the bottom of tape.
3. Verify the total by adding up the gift documentation. Use the calculator and again make sure the time/date is on the tape. Write the word "batch" at the top of the tape and initial the bottom of tape.
4. Batch first and then the Manager of Gift Processing and Records must review all checks over \$2,500.
5. Sort batch by campus, organize checks by physical size, and checks over \$100,000 (verify any checks over \$100,000 for the qualifications of TRIP.)
7. Maximum of 25 gifts per batch.
8. In *Advance* create batch header with totals, check deposit date, and Development Batch code. In *Advance* go to Advance Reports, Reports, DB Bursar Batch, and retrieve a batch number.
10. Make a batch header which is located in the GPR share folder (look for BB Header). Fill it out appropriately.
11. Log into BoA site.
12. Enter check information into BoA.
13. Scan check into BoA.
14. Pull Deposit Detail by Account Report.
15. Prepare and print batch header and Deposit Default by Account Report.
16. Place scanned checks in safe /vault and shred after 2 months.
17. Have someone verify the checks and batch amount. They will also print out calculator tape for checks and batch with their initials.
18. Make three copies of the Deposit Details by Account Report with both check tapes. The three copies should be dispersed as follows:
  - One copy is for batch/data entry.
  - One copy is for bank reconciliation.

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- One copy is for GPR files.

### Cash Batches

If the batch consists of cash, complete the following steps:

1. Place the currency in a pile.
2. Sort currency by denomination and place together. **Note: If possible coin must be rolled.**
3. Use the calculator and make sure to include the time/date that is on the tape, add up the cash, and remove the tape with the total from the calculator. Write the word "cash" at the top of the tape and initial the bottom of the tape.
4. Verify the total by adding up the batch which is the gift documentation and tear off the tape. Write the word "batch" at the top of the tape and initial the bottom of tape.
5. Get a bank bag and fill it out. The "To" section will be the following: BOA and the account number that is on the deposit slip. The "From" section will be the following: GPR. The "Location" will be: ERP Bldg-1 RM 272A. Fill in the amount and initial by the date.
6. In *Advance*, go to Advance Reports, Reports, DB Bursar Batch, and retrieve a batch number.
7. Place the "DB" number at top by the word "cash" starting with DB and then the number on the deposit slip. Fill the deposit amount out. Initial the amount that is near the account and routing number.
8. Also place the bag number above the account and routing number.
9. Make a batch header which is located in the GPR share folder (look for BB Header). Fill it out appropriately.
10. Fill out the UH Cash Deposit Form. This form is located in the GPR share folder (choose current fiscal year and locate Batch –Log Header).
11. The cash amount will need to be verified by two additional people. The first person will verify the cash amount and batch. The second person will verify just the cash amount.
12. Each person will sign the UH Cash Deposit Form and initial the deposit slip and bag.
13. Make four copies of the deposit slip with both cash receipts. The four copies should be dispersed as follows:
  - One copy is for batch/data entry.
  - One copy is for bank reconciliation.
  - One copy is for GPR files.
  - One copy is for the bank for deposit (on top of the bag).

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14. Make two additional copies of the UH Cash Deposit Form.
  - One copy is for the batch/data entry.
  - The second copy is for bank deposit (on top of the bag).
15. The deposit slip is placed on the check side of the bag.
16. Submit an online Police Transmittal Form.

### TROUBLESHOOTING

Correct sorting and handling of gifts received by check and cash is expected.

### RESULTS

Gifts by check and gifts by cash will be grouped together and sent for deposit to Treasury.

### CROSS-REFERENCES

- GPR-03-001 Cash Deposits
- GPR-03-006 Matching Gifts
- GPR-03-007 Endowments
- GPR-03-017 Forms Used During Gift Processing

### REVIEW AND RESPONSIBILITIES

Executive Director of Gift Management

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