

**UNIVERSITY of HOUSTON**  
**DIVISION OF ADMINISTRATION AND FINANCE**  
**COUGAR CARD**  
**POLICIES AND PROCEDURES**

**SECTION: FINANCE**

**NUMBER: VPSA 03.04**

Subject: Cash Handling

**I. PURPOSE**

Procedures for the handling of cash receipts are designed to provide accountability for monies received in accordance with accepted standards of internal controls.

**II. POLICY**

All employees of the DIVISION of Administration and Finance are responsible for complying with the policies and procedures described below. Failure to adhere to these policies and procedures may result in disciplinary action being taken against the employee. NOTE: “Cash Receipts” include currency, checks and credit card payments. Compliance with these procedures will protect employees when questions arise and protect the University from criticism by auditors and other reviewing officials. All checks received must be made payable to the University of Houston. The Office of Student Financial Services is responsible for receiving all University monies from individual departments and forwarding on to the University’s Bank.

All employees have an obligation to report any suspected theft, fraud, embezzlement, or any other irregularity causing a loss of cash. Employees who are aware of criminal activity and fail to report it may be subject to disciplinary action. Employees are required to cooperate with any police or audit investigation, and they may be requested to keep their knowledge of the investigation confidential.

The Cougar Card Department receives cash receipts on a daily basis from the sales and services that we provide to campus community.

**III. CURRENCY COLLECTIONS AND DEPOSITS**

All persons receiving monies will strictly adhere to University of Houston Policy and Procedures **MAPP 5.01.01, 5.01.02.** and University of Houston System Policy, **SAM 03.A.07, 03.F.01 and 03.F.04.**

The source of collections and deposits are from the following services:

- ✓ Flex Account Deposits from students, faculty, and staff
- ✓ Lost Card replacement fee for Special Program Cards

- ✓ Value Transfer Station (VTS) deposit machines. The VTS deposit machines are located in various sites around campus and can be used by any Cougar Card Cardholder to deposit money into their Flex Account.

<b>Location #</b>	<b>Location</b>
0199	University Center – 2 <sup>nd</sup> Floor by the Cougar Card Office
0202	Oberholtzer Hall – 1 <sup>st</sup> Floor near computing lab and vending machines
0203	Moody Towers North – 1 <sup>st</sup> Floor next to Woodforest ATM, across from the C-Store
0204	Cougar Place – In the laundry room
0209	University Center Satellite – Behind restaurants by Women’s Center
0211	Moody Towers South – 1 <sup>st</sup> Floor across from workout room and vending machines
0212	M. D. Anderson Library – IT Computing Site

***Any monies received totaling \$100.00 or more must be deposited within one working day. Amounts less than \$100.00 may be held no longer than five working days prior to deposit (MAAP 05.01.01, Section VIII, C, # 5).***

**Collecting funds from the VTS machines**

Financial Coordinator/Customer Service Representative/Assistant Manager:

- Collection must be completed with a University of Houston Police Officer present at each machine. Call for a police escort every morning before 8:30AM at 713.743.0600.
- When police escort is ready for the pickup, the dispatcher will call the office informing us that the officer is downstairs waiting.
- Swipe Managerial Cougar Card in the card slot to begin the process of removing the money.
  - ✓ Press the lower left button of the LCD screen 5 times; the VTS will print out an Audit Report of deposits recorded since last the collection. The VTS LCD screen has 3 buttons on the left and 3 buttons on the right.
  - ✓ Use the designated key to open appropriate VTS machine. Each machine has its own key.
  - ✓ Remove all money (no coins) from the VTS machine, place the money and the Audit Report in the cash bag bound together with a rubber band and lock the VTS machine back up with the appropriate key.
  - ✓ Swipe Managerial Cougar Card in the card slot again

- ✓ Press the lower left button 4 times and the lower right button 1 time to reset the machine. A confirmation message is displayed; reply 'Yes' and a second Audit Report is printed.
- Return to the Cougar Card office after all machines are emptied.

### **Verifying, Reconciling, and Preparing Documentation for Deposits**

Financial Coordinator/Customer Service Representative/Assistant Manager:

- Retrieve departmental deposit bags out of safe
  - ✓ Each cashier has a departmental deposit envelope, completed at the end of each shift.
- Remove cash, checks, credit card receipts, Deposit to Flex Account Forms, Lost Card Replacement Forms, Cougar Card Replacement sheets, Cribbage mini-wedge register tapes, Total credit card receipts, Settlement credit card receipt (evening shift employee only), and Cashier's Inventory and Sales Summary Sheets.
- Verify each cashier's inventory and sales summary sheet to any Deposit to Flex Account Forms and Lost Cost Replacement Forms.
 

**Note:** Only payments received for Lost Card Replacements are from Special Programs (other groups/individuals are charged to their PeopleSoft Account).

  - ✓ If received any credit card payments verify credit card receipts against Deposit to Flex Account Forms or Lost Card Replacement Forms.
  - ✓ If received any cash payments verify total cash in deposit bag against Deposit to Flex Account Forms or Lost Card Replacement Forms.
- Once all payments have been verified from all departmental deposit envelopes, the following documents are included in the day's deposit journal packet:
  - ✓ Each Cashier's Inventory and Sales Summary Sheet
  - ✓ Lost Card Replacement Forms (in any)
  - ✓ Deposit to Flex Account Forms (if any)
  - ✓ Cougar Card Replacement Sheet
  - ✓ Daily Cribbage Poller Report indicating all Cougar Cards printed for each day.
 

**Note:** This report is automatically generated within Cribbage and is emailed every morning as an excel document.
- Taped cleared VTS Audit Reports to the front and back of a blank sheet of paper, total all reports and indicate grand total at the top of sheet.
- Tape Cribbage mini-wedge register tape to blank sheet of paper (will need to cut tape to fit on regular sheet of paper).

- Tape credit card receipts to blank sheet of paper.
- After all amounts are verified and prepared as indicated above, proceed to completing the departmental cash summary sheet – access this sheet from Financial Coordinator’s desktop.
  - ✓ From each cashier’s Cribbage mini-wedge register tape, document per cashier, any deposits (flex accounts) or sales (lost cards, name badges, guest cards etc) paid by cash, check, or credit card.
  - ✓ Enter the VTS Audit Reports grand total.
  - ✓ Print out this sheet for backup documentation for the day’s deposit journal packet.
- Retrieve next official deposit bag from secure location for next available number.  
**Note:** If the number is out of sequence, then determine reason for missing bank deposit bag. Voided bank deposit bags must be accounted for and documented on the Journal Entry spreadsheet.
- Proceed to steps for preparing documents for PS Journal Entry
  - ✓ Select Journal Entries Folder
  - ✓ Open Journal Entry Excel Document
  - ✓ Enter the following items in the appropriate fields:
    - Journal Entry departmental reference number (number generated with each new journal)
    - Sequenced Official Deposit Bag
    - Date of entry
    - Detailed description of Journal Entry
    - The creator of Journal Entry initials
    - The amount of the deposit
- Complete Journal Entry Request Form using reference number, deposit bag number, appropriate justification, current date, and initials. In currency section, complete based on deposit specifications of denominations.

## Verifying VTS machine cash collected

Financial Coordinator/Customer Service Representative/Assistant Manager:

- Verifying money collected from VTS machines must be completed by 2 Cougar Card Office employees (1 employee must be a certifying signature); both individuals should observe the preparation of the deposit bag and initial all paperwork.
- Place the cash per each VTS machine one at a time (all denominations up to \$20) in the currency counter and press the start button; the currency counter will print out a receipt.
- Verify the amount from the currency counter to the Audit Report that was printed from each VTS machine and tape at the bottom for confirmation of cash collected and cash counted. If the amounts do not match feed the cash through the currency counter again and receive the second printed receipt.
  - ✓ If the total cash counted does not match the VTS Audit Report due to an overage, we make the adjustment on the specific VTS Audit Report and deposit per normal procedures, putting these funds in specific cash over/short account #50015 for campus-wide usage. We complete a log indicating the date, where the additional amount was taken from (location name), the VTS Audit Report amount, the actual amount counted, and the amount of the overage. If a cardholder calls indicating that they made a deposit and it did not show up on their account, we confirm against the overage log and we transfer the amount from the cash over/short account and place in the deposit campus cards account #23117. Once this deposit is made we add the amount to the cardholders flex account in cribbage.
    - This log is accessed through – cougarone on ‘vdse.cougarnet.uh.edu’(G). Open up the Overage Log Folder and access the current fiscal year worksheet.
- After each individual VTS Audit Report confirmation, feed all of the cash through the currency counter at once for a grand total. Verify that the total amount displayed on the currency counter matches the total VTS Audit Reports.
- Include cash received at front counter in this deposit; feed cash through currency counter for matching total from the departmental cash summary sheet.  
**Reference:** ‘Process for Depositing Money to Active Flex Accounts via Credit Cards, Cash, or Checks.
- Tape each currency counter total receipts on a piece of blank paper – the VTS Audit Reports total, the front counter totals, and the grand total of both currency sources.
- Prepare the cash for depositing; separate all denominations and use appropriate money wraps, if additional money is remaining after wraps use rubber band to bound together.

- Complete requested information on deposit bag – Customer Name (Cougar Card), Date, Location Information (279 University Center), To (Bursar), Deposit Information – Checks and Cash grand total, and the initials from each Cougar Card employee.
- Complete requested information on pre-printed Cougar Card Office deposit slip – Date, Currency, Coin, and Check information, Grand Total, Deposit Bag Number, departmental journal reference number, and the initials from each Cougar Card employee. The original deposit slip goes in the official deposit bag.
- Place cash, the original deposit slip, and any checks or coins (from the front counter) in the official deposit bag and seal close. Make sure to remove the bag strip number from the top of the deposit bag for departmental files.

### **Preparing the PS Journal Entry and the deposit bag for pick up by UHDPS**

Financial Coordinator/Customer Service Representative/Assistant Manager:

- After all funds have been counted, verified, and placed in the official deposit bag in a locked place, the detailed PeopleSoft journal entry can be prepared.  
**Reference:** Administration & Finance Survival Guide
- Use the bag number from the strip that you removed from the official deposit bag as your document reference number.
- Complete University of Houston Cash Summary Sheet – detailing cash denominations, PS Journal ID#, and two authorized signatures.
  - ✓ Imagined documents as attachments to created journal entry detail – All documents must be scanned and attached to journal:
    - University of Houston Cash Deposit Summary Form that details out denominations, coins, and checks with the appropriate totals. Each employee involved with verifying the funds must sign the bottom of this form.
    - The completed deposit slip (yellow copy)
    - The Total and Settlement credit card receipts (if any)
    - The PeopleSoft Journal Entry Detail Document

### **Preparing the deposit bag for pick-up by UHDPS**

Financial Coordinator/Customer Service Representative/Assistant Manager:

- Print out actual PS Journal Entry Detail document, staple the pink deposit slip to Journal Entry Detail, and fill out the money transmittal form (include deposit bag number and departmental reference number) and call for pick up of the deposit bag, the Journal Entry, and the pink deposit slip at 713.743.0600.

- UH Police Officer will sign and indicate the pickup time on the money transmittal form and leave the original in our office for attachment to departmental files.
- If a UH Police Officer is not able to pick up the deposit by 3:30PM then it should be placed in the safe overnight ; an officer should be called the next morning for a pickup of the previous day's deposit.

#### **IV. RECONCILIATION TO PEOPLE SOFT**

Deposits are verified against People Soft Financial on a monthly basis in accordance with the applicable MAPP. Discrepancies, if found, are to be cleared immediately, and departmental financial records corrected in accordance with UH SAM Policy 03.F.04 and MAPP 05.01.01.

#### **APPROVAL**

Last revised on 7/28/09

Approved: Deborah A. Marks\_\_\_\_\_