

University of Houston
C.T. Bauer College of Business
Cash Handling Procedures
Fiscal Year 2021

I. Purpose and Overview

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 (SAMs) 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. Procedures for the handling of cash receipts are designed to provide accountability for monies received in accordance with accepted standards of internal controls. All employees of the College/ Division are responsible for complying with the policies and procedures described below.

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

II. Definition of Cash

Cash is U.S. currency (dollars and coins); personal, business, bank, and cashier's checks; money orders; travelers' checks; or foreign drafts (but not foreign currency).

III. Policy Statement

Employees handling cash are subject to all provisions outlined herein based on MAPP 05.01.01 – Cash Handling. University positions with cash handling or fund custodial responsibilities are designated as security sensitive.

Cash is not to be accepted or disbursed by University employees unless that employee has been authorized by the College/Division Business Administrator of Bauer College to handle cash for a specified purpose. All employees authorized to handle cash must be certified annually. This certification is done by completing the online training for Cash Handling. Employees can register for this course at the following website, <http://www.uh.edu/adminservices/training/financeonline.htm>.

When a University employee receives cash, it is to be deposited promptly into the appropriate authorized University cost center. Retention of cash received from outside sources for use as petty cash for making change is prohibited. Use of University cash funds or cash receipts

for cashing checks is prohibited.

Procedures for the handling of cash receipts are designed to provide accountability for monies received in accordance with accepted standards of internal controls. All employees of the College/Division are responsible for complying with the policies and procedures described herein. Failure to adhere to these policies and procedures may result in disciplinary action being taken against the employee.

All employees have an obligation to report any suspected theft, fraud, embezzlement, or any other irregularity causing a loss of cash in accordance with SAM 01.C.04, Reporting/Investigating Fraudulent Acts. Employees who are aware of criminal activity and fail to report such 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.

IV. Receiving Cash

All monies are routed to the appropriate person in the BCB Business Dean's Office, including donations, gifts, and transfers from COB Foundation, UH Foundations or other payments. A purpose, a cost center and account code to be credited must be noted for the deposit from the department to the business office. All employees receiving monies will strictly adhere to the University of Houston Policy and Procedures - MAPP 5.01.01 and must maintain a log of name, customer name, purpose, payment method (check, cash, or credit card), amount received and cost center name of all cash received.

All employees accepting cash (currency, money orders, checks, and credit / debit cards) must be authorized to do so.

All employees authorized to handle credit card transactions shall complete required online credit card training annually. All employees authorized to handle cash, including currency, money orders, and checks, shall complete required online cash handling training and certification annually.

- A. Each time cash is received, an acceptable form of receipt must be used. An acceptable receipt may be:
 - a. Uniquely and consecutively pre-numbered receipts, with a duplicate copy maintained as a cash receipts log
 - b. Dated cash log
 - c. Pre-numbered tickets
 - d. Cash register tapes
 - e. Other documentationNote – an exception to this requirement would be small amounts of coins accepted for

copy charges

B. Acceptable forms of payments include:

- a. Currency – Departments are encourage to only accept payments in US funds
 - b. Checks and Money Orders
 - i. Must be made payable to the “University of Houston”
 - ii. Must be restrictively endorsed “For Deposit Only” immediately upon receipt (The Remote Deposit Scanner now endorses the back of the check)
 - iii. Must include a cost center and account code for deposit as part of the restrictive endorsement
 - iv. Acceptance of checks require valid driver’s license or other identification (if the individual writing the check does not have a driver’s license, a valid governmental picture I.D., such as an I.D. issued by a state department of public safety, or a passport, may be accepted as identification)
 - c. Foreign Drafts
 - i. If foreign drafts (checks) are to be accepted, contact the Treasurer’s Office prior to acceptance. Foreign drafts are to be deposited as separate transactions from domestic checks and cash, using separate deposit tickets, cash receipts, and bank bags. Service and banking charges incurred for the processing of foreign drafts will be charged back to the department accepting the foreign draft.
 - d. Debit/ Credit Cards
 - i. Debit/Credit card transactions should be handled in the same manner as cash transactions
 - ii. Employees must complete an annual online training for Credit Card Accounting if responsible for handling credit cards in their respective areas
 - iii. Employees can register for this course at the following website, <http://www.uh.edu/adminservices/training/financeonline.htm>.
- c. Safeguarding Cash – Checks, money orders, and currency, must be physically safeguarded and securely stored until delivered to Student Financial Services (SFS), Treasurer’s Office, or Donor and Alumni Records
- a. Locked filing cabinets, locked drawers, or vault are acceptable storage mechanisms

V. **Depositing Cash**

- A. Cash received must be deposited timely in accordance to the cash handling policy MAPP 05.01.01.
 - b. All monies received with a cumulative total of \$100 or more must be deposited with Student Financial Services (SFS) within one working day of receipt. SFS shall, in turn, deposit funds with the University bank within one working day of receipt.

- c. Amounts received with a cumulative total less than \$100 must be deposited with SFS within five working days of receipt prior to deposit.
 - d. Credit card receipts must be settled and recorded daily on a journal entry.
- B. Non-Remote cash receipts are deposited as follows:
- e. Deposit tickets must list cash total, coin total and individual checks.
 - f. Deposits must be placed in tamper-resistant bank bags ordered from the Cashier's Office.
 - g. The only items placed into the bags are:
 - i. Cash, coin and checks received. Checks must be restrictively endorsed and have all remittance advices removed. Coins must be rolled if the quantity allows.
 - ii. Original completed deposit ticket.
 - h. Cash Deposit Summary form is completed and signed by two authorized employees.
 - i. Authorized cash deposit bag is filled out with deposit and transfer information.
 - j. Cash deposit journals must be initiated and approved by the Department Approver prior to requesting transport of cash.
 - i. Complete and submit the journal entry through workflow Path 2.
 - k. A copy of the cash deposit journal showing Level 2 approval must be paper-clipped to the cash deposit bag along with a copy of the deposit ticket.
 - l. Deposits are transported from the Department by UH Department of Public Safety (DPS). Departments should contact UH DPS via email to make arrangements to transfer the deposit after completing the journal entry.
 - m. Only one cash deposit can be listed per Money Transmittal Form.
 - n. Cash deposits must be prepared and reconciled by two authorized employees. One employee prepares the deposit and the other employee verifies the deposit (of which one must be an employee of the department making the deposit).
 - i. Both employees must: (1) Independently count the funds before they are placed into the deposit bag; (2) Complete and sign the Cash Deposit Summary Form; (3) Cash deposits should never be sent through the mail.
 - o. Remote deposit scanners must be obtained through the University's Treasurer's Office. **Scanners are used to scan checks for deposit electronically.**
 - i. Determine how many batches of checks are needed to deposit.
 - ii. Calculate the total of the checks to be deposited.
 - iii. Review the checks to be sure that they can be scanned.
 - iv. Log into CashPro Online – Navigate to the Remote Deposit Screen (Receipts>Remote Deposit); Select "Create New Deposit"; Select Account Group for your area; Select Account Number from your deposit ticket; Select Deposit Type – Simple; Select Clearing Channel – Image; Enter the total number of checks for the number of items; Enter the deposit for the Amount Number
 - v. Place the checks in the scanner entry tray. (The maximum number of items to place in the tray is 499. If you have more checks, a separate deposit is required.)

- vi. Slide the checks up to the line mark in the scanner.
- vii. Click “Start Capture” on the CashPro screen. Remote deposit will capture each item and populate a count and an amount, which is the total number of checks scanned and the total dollar amount of checks scanned. This will show in the Deposit Item List screen.
- viii. The scanner will print on the back of each check. These checks do not need to be endorsed; the scanner will print the account number on the back of the back of the checks.
- ix. If the deposit does not balance, review the images on the screen. A yellow or red triangle with an exclamation point in the middle will appear on the improperly scanned check.
- x. Click on the particular check, and the program will ask to key in the amount of the check and routing number.
- xi. A green deposit light on the CashPro screen will appear when complete.
- xii. Once the deposit is transmitted and balanced, the Complete button will turn green on the CashPro screen. (1) Click “Complete” (2) Click “OK” to transmit the deposit.
- xiii. In CashPro, go to the Remote Detail Reports tab. (1) Request report “Deposit Detail By Account Report” (2) Enter the date range, account group and select “Create Report”
- xiv. Retain the “Deposit Detail By Account Report” as support for the journal entry.
- xv. Do not include the copies of the check images with the deposit journal.
- xvi. Checks must be retained in a secure location for 14 days. (1) Cross-cut shred checks after 14 days.
- xvii. If remote deposit items are returned by the bank, notification will be sent to the Cashier’s Office and funds will be withdrawn from the bank automatically.
- xviii. If incorrect deposit account is selected for deposit via CashPro, email Bank Reconciliations the account selected and the account intended.
- xix. Checks are retained by the department and are not submitted for deposit pick up by the UH Police Department.

VI. Gifts

- a. Endowed gifts received by the college/ department are forwarded to Donor & Alumni Records with a Gift Transmittal Form (GTF) signed by the certifying signature, cost center and other documentation within one working day of receipts.
- b. Non-Endowed gifts are processed through the remote deposit scanner and a copy sent to Donor & Alumni Records at gifts1@uh.edu with a Gift Transmittal Form (GTF) signed by the certifying signature, cost center and other documentation within one working day of receipt.
- c. Gift Transmittal Forms are found at <http://www.uh.edu/finance/pages/forms.htm>.

VII. Retaining Deposit Documents

- a. Bauer College Dean's Office retains copies of reconciled cash register activity logs, checks, the Deposit Bag Confirmation Strip, credit card documentation, and individual invoices or receipts with departmental records for six months for audit purposes.
- b. Departmental Cost Center transactions are verified monthly by the Financial Analyst II. All discrepancies are cleared when identified in accordance to the policy.

VIII. Other Cash Procedures

- a. Money that is found is turned over to UH DPS.
- b. Unidentified deposits (those where the purpose and recipient of the payment cannot be identified, including gifts) are referred to the Treasurer's Office for research and deposit to the University's depository institution and recording in the unidentified receipts cost center. The Treasurer's Office and the submitting department will research the source of funds to determine the appropriate cost center for the ultimate receipt of funds.

IX. Petty Cash and Change Funds

- a. The Bauer College does not have a Petty Cash and Change Fund

The C. T. Bauer College has centralized most of the cash handling for the College. There are some areas for example Graduate and Professional Programs and Rockwell Career Center that process credit cards payments for their area; however the cash handling procedures are the same. The above procedures apply to all departments who handle cash funds and the cash handling policy and procedure statement applies to all units within the Bauer College of Business.