

COM Cash Handling Procedures

- I. Authorize person(s) to accept cash is identified by the Associate VP of Business Operations.
- II. Authorized persons accepting cash completes the required online cash handling training and certification at the beginning of the fiscal year.
- III. Upon receipt of cash and cash equivalents, the authorized person will complete the following for the deposit:
 - A. Confirm that any checks received are made out to the University of Houston
 - B. Create a duplicate copy for College records
 - C. Must schedule money transfer through UHPD – delivery to Treasury
 - D. Fill out Money Bag
 - E. Fill out Money Transmittal Form
 - F. Create duplicate copy of Money Bag for College records
 - G. Create duplicate copy of Transmittal Form for College records
 - H. Must keep Money Bag reference slip for College records
 - I. Make sure Money Transmittal Form is Initialed by UHS and noted with pick up time
- IV. Upon completion of Deposit, the authorized cash handling person must log the following:
 - A. Check Number
 - B. Amount
 - C. Day received
 - D. Day of deposit
 - E. Account Code for deposit
 - F. Cost Center for deposit
- V. Upon Completion of Deposit, the authorized cash handling person will provide the DBA with the deposit information.
- VI. Upon receipt of Journal Entry from accounting, confirmation information must be logged and shared with DBA