

# Cash Handling Procedures Template

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In order for the university to be in compliance with collection of funds, it is the responsibility of all persons that collect funds for the university to follow all laws, policies, rules and regulations. The university's funds are to be safeguarded at all times. The following procedures will be followed by all in the **(Department Name)**. **Certain sections may or may not apply to your department depending on the type of funds you collect. Please do not delete any portion of this template.**

## **(Department Name) Departmental Cash Handling Procedures**

### 1. Description of Departmental Collection of Funds:

- a. **(Department Name)** collects **(description of collection-(ex: registration fees, sale of goods or service...etc))** from **(type of customer)** who attend our approved **(event)** or makes payments for our approved **(cause or activity)**.
- b. All persons handling funds listed in # 2 below have had the necessary cash handling training given by Treasury Services. Training is required annually for persons collecting funds for their department. Departments are also required to complete the required PCI course #11013 in Traintraq in case of handling of credit card payments. A copy of your transcript must accompany these procedures.
- c. All new events or events not previously approved for which funds will be collected will be submitted for approval to the Senior Vice President of Business Affairs through the Associate Vice President of Financial Management Services prior to collecting funds for the event.
- d. No funds will be collected from students without the written approval from the Senior Vice President of Business Affairs.

### 2. Employees Authorized to collect funds for **(Department Name)**:

The following employees are authorized to collect funds for **(Department Name)** (note: employees handling cash should be limited to two employees per department):

<b>Employees Title:</b>	<b>Date of Training</b>
<b>(Employee # 1 Name &amp; Title)</b>	<b>(04/16/2010)</b>
<b>(Employee #2 Name &amp; Title)</b>	<b>(04/16/2010)</b>

### 3. Type of Payments Received:

- a. Funds are defined as any monetary or cash equivalent item which includes cash, checks (personal, money orders, cashier, scholarship, etc.), credit card payments...etc.
- b. Funds collected by **(department name)** are collected in the form of **[List type of funds collected (ex: cash, personal checks, money orders...etc)]**.

- c. If cash payments are collected, the authorized employees collecting the funds will use a counterfeit detection pen on all currency to detect counterfeit bills.
- d. If **(department name)** is authorized to collect cash, an approved working fund must be established and approved by the Associate Vice President for Financial Management Services through the Director of treasury Services before any payment in the form of cash can be collected.
- e. If **(type of customer)** wish to pay by credit card, they will be instructed to contact the Cashiers Office at ext 1895.
- f. If credit card information is received by mail in our office, we will immediately deliver this information to the Cashiers office in a secure manner.
- g. This information will be delivered immediately in person by a full time employee only to the Cashiers Office (If the department is located offsite such as College of Nursing, please list procedures for mailing this information to the attention of the Cashiers at P.O. Box 519, MS 1329)
- h. No copies of the customer's account number, expiration date, or CVV security code is kept by our department.

#### 4. Collecting and Receipting Funds:

- a. Funds are received in our department via **(how funds received-mail, in-person... etc)** and will be recorded in a university issued cash receipt journal by **(employee #1 title)**. *As an exception, The Office of Student Financial Aid will use the approved scholarship/check transmittal form in place of the university issued cash receipt journal.*
- b. In the absence of **(employee #1 title)**, **(employee #2 title)** will collect funds and record it in a university issued cash receipt journal. *As an exception, The Office of Student Financial Aid will use the approved scholarship/check transmittal form in place of the university issued cash receipt journal.*
- c. The university issued cash receipt journal will list the name of the customer making the payment, type of payment received, check # if check is received for payment, amount of payment received, date payment was received, dept. receipt number, authorized person who collected the funds, and name of authorized employee who verified the funds . **(Please use the attached template, provided by Treasury Services, for your department's cash receipt journal for all funds collected)**. *As an exception, The Office of Student Financial Aid will use the approved scholarship/check transmittal form in place of the university issued cash receipt journal. This form will list the date check was issued, date check received, student name, student ID, donor name, amount, payment type, term, person who received funds, and person who reviewed funds.*
- d. An official PVAMU departmental receipt received from Treasury Services will be completed by the employee receiving the funds for each customer's payment received. *The Office of Student Financial Aid will not complete this step.*
- e. **(Department Name)** departmental receipts will not be shared with any other department. *This part does not apply to the Office of Student Financial Aid.*
- f. Each authorized employee is responsible for his/her own receipt books that were assigned by Treasury Services. *This part does not apply to the Office of Student Financial Aid.*

- g. Before collecting funds for an event outside of our department's physical office, a money bag and key to the night drop box will be requested from the Cashier Supervisor in Treasury Services.
- h. The university police will also be contacted by our department at least 2 weeks in advance of the event. (The Dept collecting the funds is responsible for contacting the police department in advance.)
- i. In the event that **(Department Name)** hosts an event away from our department's physical office location, funds will be collected in a secure location with security at guard at all times.
- j. The responsible person that will be collecting funds will be escorted to and from the event by security.
- k. If the event ends after hours and cash funds collected are greater than \$2,500.00, the responsible person will be escorted by security to Treasury Services' drop box to deposit funds for safety reasons.
- l. Counterfeit pens will be used for each event as mentioned in 3C above for all cash transactions.
- m. If a counterfeit bill is detected, we will notify security immediately and report detection of fraudulent bills to the Office of Treasury Services.
- n. All checks received will be immediately endorsed with an official PVAMU "Deposit Only" stamp received by Treasury Services.

**5. Verification of funds Received:**

- a. All funds collected by an authorized person will be verified by an authorized person that did not collect the funds.
- b. If the **(employee #1 title)** receives the funds, they will be verified and stored **(place where funds will be stored)** for safekeeping by the **(employee #2 title)**.
- c. If the **(employee #2 title)** receives the funds, they will be verified and stored **(place where funds will be stored)** for safekeeping by the **(employee #1 title)**. (Note: employees or students receiving the funds must have completed cash handling training given by Treasury Services).

**6. Depositing Funds:**

- a. According to Section 51.003 of the Texas Education Code and System Policy 21.01.02 Section 4.1, all funds received by this department will be delivered by the **(employee's title)** to the Cashiers Office within three(3) business days of receipt of funds or by the next business day when funds collected reaches \$200.00 or more, whichever comes first.
- b. Any gift or donation received by our department will be immediately submitted to the Coordinator of Gift Processing in Office of Development by the **(employee title)** prior to submission to the Cashiers Office.
- c. If funds collected in a day's time period reaches \$200.00 or more, the funds will be deposited the day of collection if the Cashier's hours of operation permit or the next business day, whichever is earlier.

- d. No funds will be delivered by anyone other than persons authorized to handle cash. This means all persons making deposits must have received cash handling training.
- e. No funds will be handled at any time by any one that has not had cash handling training through the Office of Treasury Services.
- f. If a cash deposit is greater than \$2,500.00, our department will contact the University Police for an escort to the Cashier's Office.
- g. Funds will be deposited into FAMIS account \_\_\_\_\_ **(please include 6-digit FAMIS account and 4-digit object code)** for use as specified when the account was approved and established in FAMIS.
- h. When funds are delivered, they will be accompanied by the pink, yellow and gold copies of the official PVAMU departmental receipt. All copies with the exception of the white (customer's copy) should remain in the book when presented to the Cashiers for deposit. *This part does not apply to the Office of Student Financial Aid.*
- i. The yellow copy will be given to the Cashier along with the payment and the pink & gold copy will be stamped and taken back to the department for filing and reconciliation purposes. *This part does not apply to the Office of Student Financial Aid.*

**7. Use of funds collected:**

- a. All funds collected will be deposited at the Cashiers window.
- b. Funds collected will not be used for any purchases, including gifts and donations, at the time funds are collected. No change will be issued from any check.
- c. All funds will be deposited in the FAMIS account stated above in #6g and any purchases that need to be made by our department will be submitted via the PVAMU purchase requisition process.

**8. Safeguarding of Funds:**

- a. All funds collected will be stored in **(locked safe or lock box for locking funds away and location of safe or lock box)** by **(employee # 2 title)** (Note: this should be the employee that verifies the funds).
- b. Funds will be stored by **(employee title)** in absence of the **(employee #2 title)**.
- c. Only **(employee title)** and **(employee title)** will have access to these funds at all times.
- d. Funds will be safely guarded at all times by designated persons listed above.
- e. Keys or safe/lockbox combination will be kept on designated persons
- f. **(List here the building name, room #, and phone # of responsible person where funds will be stored as well as the type of safe or lock box that will be used).**

**9. Reconciliation:**

- a. **(List monthly reconciliation of cash received procedures in this section.)**
- b. Funds received must be reconciled with funds posted in FAMIS.
- c. The person preparing and the person approving must sign and date cash receipt reconciliation.

- d. The reconciliation must be done by someone other than the person that collected the funds.
- e. Please list the date reconciliations will be completed (ex: by the 15<sup>th</sup> of each month for the previous month).

**10. Issuing Official PVAMU Departmental Receipts:** *This section does not apply to the Office of Student Financial Aid.*

- a. When the inventory of official PVAMU departmental receipts need to be replenished, the **(employee title)** will turn in the empty receipt books containing the gold copy of the receipt to Treasury Services.
- b. The Staff Accountant in Treasury Services will issue additional receipt books as needed once the empty receipt books are returned.
- c. The responsible person will provide an explanation in writing if the department receives an e-mail or letter from the Staff Accountant in Treasury Services if any discrepancies are found in the receipts returned.
- d. Discrepancies can include a missing receipt, the amount on receipt does not match FAMIS posting from the cashier's copy of the receipt,...etc.

**11. Sales Tax:**

- a. If the department should sell items that are taxable, the appropriate sales tax will be collected at a current rate of 8.25%.
- b. Sales tax will be recorded separately on the official PVAMU departmental receipt for deposit in FAMIS account 030003 2110.
- c. **(List employee titles that received cash handling training)** have received and reviewed the sales tax information for PVAMU during cash handling training. The information is also located on Treasury Services web page at <http://www.pvamu.edu/pages/6577.asp>

**12. Updating and Reviewing Cash Handling Procedures:**

**(Name of Department)** will review and update cash handling procedures annually, when there is a change in the employees that are authorized to handle cash, or as needed, whichever comes first. All staff and authorized persons that handle cash will receive a copy of the revised procedures.

Procedure Approvals:

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Department Head

\_\_\_\_\_

Date

\_\_\_\_\_

Director of Treasury Services

\_\_\_\_\_

Date

\_\_\_\_\_

Assoc. Vice President for Financial Management Svcs

\_\_\_\_\_

Date