

University of North Texas Cash Handling Procedures

TEMPLATE

(*Departments should use this document as a guide ONLY. Each University area will have specific operations when handling cash.)

Policy Logistics

Associated Policy:	10.006 – Cash Handling Controls
Date:	
Department:	
Organization Department Holder(s)/Project Holder(s):	
Primary Contact(s):	

Process Specifications

The following procedures outline the internal controls for handling cash to ensure these assets are protected, processed in an accurate and timely manner, and properly reported for [Name of Department].

I. Authorization of person(s) to collect cash:

- a. Give a brief description of the purpose of this action.
- b. Deliver a **step-by-step** process answering the following questions:
 - i. Who (title of employee) is giving authorization?
 - ii. How is authorization given?
 - iii. When is authorization given?
 - iv. How is authorization fulfilled?
 - v. How is authorization documented and maintained?
 - vi. What forms, if any, are used?
 - vii. Where can these forms be found?

II. Separation of Duties:

- a. Give a brief description of the purpose and importance of this action.
- b. Deliver a **step-by-step** process answering the following questions:
 - i. Who (title of employee) is responsible for establishing the separation of duties process?
 - ii. Who (titles of employees) will hold the responsibilities within the separation of duties process?
 - iii. How will separation of duties be monitored and accounted for?
 - iv. How is separation of duties recorded and documented?
 - v. What forms, if any, are used?
 - vi. Where can these forms be found?

III. Off-Site Cash Collection:

- a. Give a brief description of the purpose and importance of this action.
- b. Deliver a **step-by-step** process answering the following questions:
 - i. How are off-site cash collections handled?
 - ii. How are off-site cash collections monitored?
 - iii. How are off-site cash collections documented and recorded?
 - iv. Who (title(s) of employee(s)) are involved in off-site cash collections?
 - v. What forms, if any, are used?
 - vi. Where can these forms be found?

IV. Maintenance of Cash Receipt Logs:

- a. Give a brief description of the purpose and importance of this action.
- b. Deliver a **step-by-step** process answering the following questions:
 - i. Who (title of employee) maintains cash receipt logs?
 - ii. How are these logs maintained?
 - iii. How are these logs reviewed?
 - iv. Where are they stored?
 - v. What forms, if any, are used?
 - vi. Where can these forms be found?

V. Security and Reconciliation of Cash:

- a. Give a brief description of the purpose and importance of this action.
- b. Deliver a **step-by-step** process answering the following questions:
 - i. How and where is cash stored?
 - ii. How and where is cash reconciled?
 - iii. Who (title of employee) has access to secured cash?
 - iv. What are the procedures for accessing secured cash?
 - v. What forms, if any, are used?
 - vi. Where can these forms be found?

VI. Delivery of approved cash deposit to the Student Accounting and University Cashiering Services (SAUCS) office:

- a. Give a brief description of the purpose and importance of this action.
- b. Deliver a **step-by-step** process answering the following questions:
 - i. Who (title of employee) approves cash deposit?
 - ii. When is cash deposited?
 - iii. Who (title of employee) deposits approved cash?
 - iv. How are the deposits handled?
 - v. Once deposited, how is receipt of deposits handled?
 - vi. Where are receipts stored?
 - vii. Who (title of employee) maintains the deposit receipts?
 - viii. What forms, if any, are used?
 - ix. Where can these forms be found?

VII. Over/Short Procedures:

- a. Give a brief description of the purpose and importance of this action.
- b. Deliver a **step-by-step** process answering the following questions:
 - i. How are overage and shortage amounts handled?
 - ii. What are the steps taken when an overage or shortage occurs?
 - iii. What steps are taken when an overage/shortage occurs more than once (1st offense, 2nd offense, 3rd offense, etc.)?
 - iv. Who (employee title) handles overages/shortages?
 - v. Where are these actions stored?
 - vi. What forms, if any, are used?

- vii. Where can these forms be found?

VIII. Notifying campus authority in the event of loss:

- a. Give a brief description of the purpose and importance of this action.
- b. Deliver a **step-by-step** process answering the following questions:
 - i. Who (campus title) notifies campus authority?
 - ii. When is authority notified?
 - iii. How is this process handled?
 - iv. What forms, if any, are used?
 - v. Where can these forms be found?

IX. Retaining of Records:

- a. Give a brief description of the purpose and importance of this action.
- b. Deliver a **step-by-step** process answering the following questions:
 - i. How are records managed?
 - ii. Who (employee title) is responsible for maintain of records?