

Cash Controls Quick Reference Guide

- Departments, employees, and student organizations **may not** maintain bank accounts on behalf of UNT.
- “**Cash**” refers to currency/coin, checks, bank drafts, Automatic Clearing House (ACH) transactions, Electronic Funds Transfers (EFTs), money orders, traveler’s checks, cashier’s checks, or credit/debit card transactions.
- Only **authorized employees** or students may handle cash on behalf of UNT.
- Cash Control Training **must** be attended annually.
- Each department that handles cash **must** develop written procedures for separation of duties.
- Separation of duties **must** be 3 people deep.
 - Collecting Cash
 - Maintaining Documentation
 - Preparing Deposits
 - Reconciling Records
- Cash **must** be kept in a secured location, meaning a safe attached to a fixture!
- Checks **must**:
 - Be made payable to UNT
 - Be endorsed upon receipt
 - Have current date
 - Have written line and number amount match
 - Be signed
- Deposits **must**:
 - Be made within 3 business days
 - Be transported in either a lock bag or tamper evident bag which is inside of another bag (tote, backpack, purse, etc.).
- Cash on hand and cash deposited **must** equal actual receipts **at all times!**
- Receipts:
 - Regular sales = **must** issue receipt every payment
 - Occasional sales = must issue receipt with every payment **OR** keep sufficient transaction detail
- Counterfeit – check paper, portrait, watermark, and security strip. Counterfeit pen is encouraged.
- Overages/Shortages **must**:
 - Be reported to supervisor at end of daily closing
 - Be investigated if in a single incident or in aggregate during one-month period in the amount of \$25 under the control of a single employee or student.
 - Have maintained written documentation.
- Fraud or theft **must** be reported to Internal Audit and the UNT Police on the day of occurrence.
- Petty Cash/Change Fund **must**:
 - Be kept in safe, not locked drawer.
 - Be reconciled at end of day funds are used.
 - Have maintained written documentation.
 - Be balanced at all times.
- Refunds:
 - **Do not** issue refunds from petty cash or change fund!
 - Tuition to SAUCS
 - Non-student fees to BSC/Procurement
- Policy References:
 - [10.017](#) – Petty Cash, Demand Deposits, Working Funds
 - [10.024](#) – Sales and Receipt of Funds
 - [10.029](#) – Refunds
 - [10.006](#) – Cash Handling Controls
 - [04.007](#) – Fraud