UNIVERSITY OF LOUISIANA
MONROE

CASH HANDLING POLICY AND PROCEDURES

Effective Date: April 18, 2007; Edited May 5, 2015
Responsible Office: Office of the Controller

This policy outlines the University rules and procedures for the proper handling of cash, including the responsibilities of University employees involved in the cash handling process.

Cash is defined as currency, coin, check, money order, travelers check, credit card, or debit card.

POLICY

1. University employees who receive and/or deposit cash must properly safeguard the cash and deposit it timely with La Capitol Federal Credit Union (La Cap) by the next business day.

2. Only University employees (full, part-time, or student) are permitted to handle cash as defined under this policy and in accordance with the procedures outlined below.

3. The full amount of all cash collected, including cash collected by departments, must be deposited with La Cap. Cash collected is not to be used to make disbursements or refunds, and deductions may not be made to pay expenses. If a department requires a petty cash fund to provide change to customers or to make small purchases, a request for a Permanent or Temporary Petty Cash may be requested from the Controller.

4. Access to cash should be restricted. All cash, including cash collected by individual departments, must be safeguarded from fire and theft and stored in a locked safe, cabinet, or drawer depending on the amount of the cash. When possible, departments should encourage the use of check payments instead of currency. An individual department should not accept payments by cash without prior approval of the Controller's Office.

5. All checks should be made payable to "The University of Louisiana at Monroe" or "ULM". Checks payable to The University of Louisiana at Monroe cannot be deposited with the ULM Foundation and checks payable to the University Foundation cannot be deposited with ULM.

6. All bank accounts for the University must be set up by the Controller's Office. No employee may establish a University bank account or deposit University funds into an unauthorized bank account. Only the President, Chief Business Officer, the Controller and the Budget Officer are allowed to establish a University bank account. If any one else establishes a bank account using the University's name, this will be considered an unauthorized bank account.

PROCEDURES

I. General Procedures

1. All cash (currency, coin, check, money order, travelers check, credit card, or debit card) must be deposited with the La Cap in a timely manner (funds should be deposited with 24 hours after being received). The office hours for La Cap are as follows: Monday through Friday 8:00 a.m. to 4:30 p.m.

2. The La Cap must handle cash in compliance with University policy and with internal Controller's Office procedures.

II. Departmental Procedures

A. Cash Collected by a Department

1. Cash/checks received should be immediately receipted in triplicate (original for the customer, one copy for the department, and one copy to be sent to La Cap Federal Credit Union with the deposit). All checks and money orders should also immediately be restrictively endorsed. Restrictively endorsed means to stamp "For Deposit Only - ULM" on the back of each check immediately upon receipt. An endorsement stamp may be ordered if you do not have one. All new endorsement stamps should contain "For Deposit Only The University of Louisiana at Monroe" as the first line and "Department Name" as the second line.

2. All cash received by the department and submitted to La Cap requires a completed departmental deposit ticket. The department must maintain a record of all deposit tickets. The department must complete the name of department, date, name of person preparing the deposit, and the department telephone number located at the top of the deposit ticket. To ensure proper credit, the departmental deposit ticket should include the correct University Banner fund, organization and account (or Index and account), along with a brief description of the transaction. Any questions concerning the completion of the form should be addressed to the Controller's Office at 342-5100.

   The Cashier will verify that the deposit ticket total agrees with the cash received and stamp all copies of the ticket. One copy will be returned to the department and the Cashiers will retain the original.

3. All cash received by departments must be supported by appropriate documentation as listed below:

   All deposits must be accompanied by departmental deposits. Credit card transactions must be supported by the individual credit card sales receipts. Any other documents which will help to ensure the proper documentation and coding of the funds should be included with the deposit. This supporting

documentation may include a copy of the check, computer printout, supporting spreadsheet or itemized list, reconciliation, internal memorandum, or letter from the payer.

The department must retain copies of supporting documentation, including any receipts issued to students or other customers.

4. When departments find discrepancies or have questions about their deposits, they should contact La Cap at 342-5130.

5. A department should immediately contact the Controller, University Police, appropriate Dean or Division Head, and the Office of Internal Audit if monies are found to be missing, or if there is suspicion of theft or diversion of funds.

B. Segregation of Duties

1. Departments handling cash should separate, to the extent possible, all duties relating to cash handling. A system of checks and balances should be established in which tasks are performed by different individuals in order to assure adequate controls. For example, one person should prepare the deposits and a second person should review the department's monthly ledger verifying the deposits.

2. It is the department head's responsibility to ensure that any amount deposited with La Cap includes all monies received.

3. The department head or his designee should review the department's account on a regular basis, but not less than monthly. The department head may access the departmental accounts and transactions on-line.

III. Checks Returned By Depository Bank

1. Checks returned by the depository bank for non-sufficient funds, stop payments, or closed accounts result in additional service fees to the University. Students or staff whose checks are returned to the Controller's Office for any of these reasons will be assessed a returned check fee as set by the Controller's Office. Students or staff who have several returned checks may permanently lose their check writing privileges at the University.

2. Each department is responsible, when appropriate, for collecting funds owed when checks they accepted are returned by the depository bank.

IV. Exceptions

Any unusual circumstances or special projects not fully covered under this policy should be addressed to the Controller's Office.

Cash/Check Handling Procedures – Summary

1. Cash/checks received should be immediately receipted in triplicate (original for the customer, one copy for the department, and one copy to be sent to La Cap Federal Credit Union with the deposit).

2. If check, it should be endorsed. (See Controller's Office if deposit stamp is needed.)

3. Cash and checks must be stored in a safe or other secure place until deposited with La Cap Federal Credit Union.

4. Deposits must be sent to La Cap daily, attached to a deposit slip.

5. If receipt needs to be voided, the supervisor of the employee receiving the money should authorize the void (should also retain the customer's copy when voiding a receipt). Voided receipts should be sent to La Cap Credit Union with the next deposit.

6. Employee collecting funds should balance funds to receipts.

7. Another employee, typically the supervisor, should verify funds.

8. Once deposit is made with La Cap, the receipt should be matched with the department's copy of the deposit slip.

9. The deposit should then be verified/reconciled to the Banner system account (to be sure the funds were properly recorded).

10. If for some reason the deposit does not agree with the Banner system, contact the Controller's Office so that a correction can be made.