Cash Handling Training

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Key UNT Policies

10.006 – Cash Handling Controls

10.024 – Sales & Receipt of Funds

04.007 – Fraud Policy

10.017 – Petty Cash, Demand Deposits, Working Funds
Cash Defined

- Currency/Coin
- Bank Drafts, Personal, Traveler’s & Cashier checks
- Automatic Clearing House (ACH) transactions
- Electronic Funds Transfers (EFTs)
- Money Orders
- Credit/Debit Card Transactions
Cash Handlers’ Requirements

Step 1:
Cash Handling Controls Training
• Complete Annually
• Document in EIS (PeopleSoft)

Step 2:
Formally authorized by department utilizing “Cash Handling Authorization Form”
Cash Handling Procedures

Includes:

- Authorization of Persons to collect cash
- **Separation of Duties**
- Off-site Cash Collection Procedures (if applicable)
- **Maintenance of Receipt Logs**
- Security and Reconciliation of Cash
- **Delivery of Approved Cash Deposits to SAUCS**
- Office Over/Short Procedures
- **Event of Fraud Procedures**
- Record Retention Procedures

Template: [www.Budget.unt.edu](http://www.Budget.unt.edu)
Safeguarding Cash

Secured Location:

Must have an actual safe with combination lock

Safe needs to be attached to the facility
Accepting Checks

✓ Payable to the University of North Texas

✓ Endorsed upon receipt

✓ Current date (not post dated)
Deposits

Requirements:

• Only accept US Currency and Coins
• Use Department Deposit Form
• Transport in a locked or tamper proof bag concealed in a nondescript bag

All cash received must be deposited within three business days
Great to know:

• SAUCS Normal Hours  8:15am – 5:00pm, Monday through Friday

• If deposit needs to be processed immediately need submit before 3:30pm

• Express window option for drop offs only

• Robyn Larabee, Head Cashier ext. 3220
Receipts

Issue receipt for each transaction

All receipts must be approved by SAUCS (maintain documentation indicating SAUCS approval)

Receipts should include the following:

✓ Payer’s name
✓ **Form of payment** (if check, check # should be included)
✓ Amount paid
✓ **Date of payment**
✓ Service/product rendered
✓ **Initials of persons processing the transaction**

Receipt Log
Counterfeit Currency

Check the Following:
- Paper
- Portrait
- Watermark
- Security Strip

Use Counterfeit Pen
Cash Variances

Cash variances should be reported

Cash variances should be tracked

Written record of overages/shortages must be maintained
Reconciliations

Types:

• Fund Balance
• Daily Sales

Great to Know:

Daily Sales – Daily cash & check receipts should equal deposits
Refunds

No refunds from cash funds

Refunds
- Processed through accounting
- Paid via check
Additional Resources and Contact Information

www.budget.unt.edu

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