

**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.)

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| **Policy Logistics** |

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| **Associated Policy:** | [10.006](http://policy.unt.edu/sites/default/files/10.006_CashHandlingControls_2016.pdf) – Cash Handling Controls |
| **Date:** |  |
| **Department:** |  |
| **Organization Department Holder(s)/Project Holder(s):** |  |
| **Primary Contact(s):** |  |

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| **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].

1. **Authorization of person(s) to collect cash:**
   1. Give a brief description of the purpose of this action.
   2. Deliver a **step-by-step** process answering the following questions:
      1. Who (title of employee) is giving authorization?
      2. How is authorization given?
      3. When is authorization given?
      4. How is authorization fulfilled?
      5. How is authorization documented and maintained?
      6. What forms, if any, are used?
      7. Where can these forms be found?
2. **Separation of Duties:**
   1. Give a brief description of the purpose and importance of this action.
   2. Deliver a **step-by-step** process answering the following questions:
      1. Who (title of employee) is responsible for establishing the separation of duties process?
      2. Who (titles of employees) will hold the responsibilities within the separation of duties process?
      3. How will separation of duties be monitored and accounted for?
      4. How is separation of duties recorded and documented?
      5. What forms, if any, are used?
      6. Where can these forms be found?
3. **Off-Site Cash Collection:**
   1. Give a brief description of the purpose and importance of this action.
   2. Deliver a **step-by-step** process answering the following questions:
      1. How are off-site cash collections handled?
      2. How are off-site cash collections monitored?
      3. How are off-site cash collections documented and recorded?
      4. Who (title(s) of employee(s)) are involved in off-site cash collections?
      5. What forms, if any, are used?
      6. Where can these forms be found?
4. **Maintenance of Cash Receipt Logs:** 
   1. Give a brief description of the purpose and importance of this action.
   2. Deliver a **step-by-step** process answering the following questions:
      1. Who (title of employee) maintains cash receipt logs?
      2. How are these logs maintained?
      3. How are these logs reviewed?
      4. Where are they stored?
      5. What forms, if any, are used?
      6. Where can these forms be found?
5. **Security and Reconciliation of Cash:**
   1. Give a brief description of the purpose and importance of this action.
   2. Deliver a **step-by-step** process answering the following questions:
      1. How and where is cash stored?
      2. How and where is cash reconciled?
      3. Who (title of employee) has access to secured cash?
      4. What are the procedures for accessing secured cash?
      5. What forms, if any, are used?
      6. Where can these forms be found?
6. **Delivery of approved cash deposit to the Student Accounting and University Cashiering Services (SAUCS) office:**
   1. Give a brief description of the purpose and importance of this action.
   2. Deliver a **step-by-step** process answering the following questions:
      1. Who (title of employee) approves cash deposit?
      2. When is cash deposited?
      3. Who (title of employee) deposits approved cash?
      4. How are the deposits handled?
      5. Once deposited, how is receipt of deposits handled?
      6. Where are receipts stored?
      7. Who (title of employee) maintains the deposit receipts?
      8. What forms, if any, are used?
      9. Where can these forms be found?
7. **Over/Short Procedures:** 
   1. Give a brief description of the purpose and importance of this action.
   2. Deliver a **step-by-step** process answering the following questions:
      1. How are overage and shortage amounts handled?
      2. What are the steps taken when an overage or shortage occurs?
      3. What steps are taken when and overage/shortage occurs more than once (1st offense, 2nd offense, 3rd offense, etc.)?
      4. Who (employee title) handles overages/shortages?
      5. Where are these actions stored?
      6. What forms, if any, are used?
      7. Where can these forms be found?
8. **Notifying campus authority in the event of loss:**
   1. Give a brief description of the purpose and importance of this action.
   2. Deliver a **step-by-step** process answering the following questions:
      1. Who (campus title) notifies campus authority?
      2. When is authority notified?
      3. How is this process handled?
      4. What forms, if any, are used?
      5. Where can these forms be found?
9. **Retaining of Records:**
   1. Give a brief description of the purpose and importance of this action.
   2. Deliver a **step-by-step** process answering the following questions:
      1. How are records managed?
      2. Who (employee title) is responsible for maintain of records?