

# Cash Handling Procedures-West Plains

## Purpose

To define and outline University policy with respect to handling, receiving, transporting, and depositing of cash. *Cash* is defined as currency, coin, check, money order, traveler's check, debit card, and all credit card transactions.

## Persons/areas affected

This policy applies to all campus departments receiving cash deposits and payments. Cash handling procedures are designed to assist and protect both the individuals handling the funds and the University. The Business Office is responsible for ensuring that funds are properly receipted and recorded. Questions regarding these procedures should be directed to the Business Office. All funds are subject to audit at any time by State Auditors, Internal Auditors, External Auditors, or the Business Office.

## Policy

- A. Advance approval is required before a department starts collecting cash receipts. A request may be submitted to the Accounting Manager, Accounting Technician or individual designated by the Director of Business and Support Services.
- B. Departments collecting funds from individuals must give each individual an Official Receipt. Pre-numbered Receipt Books may be obtained at the Business Office. Completed Receipt Books must be returned to the Business Office for retention purposes.
- C. All Cash collected must be deposited at the Business Office within one business day after collection/receipt of such money. Exceptions to this policy are as follows:
  - (a) If the total amount is less than \$50.00 and does not contain credit cards or checks then the deposit can be made weekly
- D. All deposits should be delivered to the Business Office in person and never sent through campus mail. Special arrangements should be made for transportation of large deposits by checking with the Business Office.
- E. Cash should be physically protected through the use of vaults, locked cash drawers, cash registers, cashier cages, locked metal boxes, etc.
- F. All checks should be written using black or blue ink only and made payable to Missouri State University-West Plains and be restrictively endorsed to the University immediately upon receipt. This protects the check if lost or stolen.
- G. Processing Credit Card Payments brings an additional liability to the University and the departments that accept these payments. Mishandling credit card

transactions can open the University and the department that performs the transaction to large fines and severe financial penalties.

- Advance approval is required before a department starts accepting credit card payments. A request may be submitted to the Business Office or individual designated by the Director of Business and Support Services.
  - Credit card information should only be collected on the University's Secure Server.
  - Credit card information cannot be taken over the phone.
  - Credit card information cannot be processed through the mail.
  - Credit card information cannot be stored on a computer or anywhere in an office.
  - Departments processing credit card payments are responsible for paying all related fees and charges.
- H. Expenditures or refunds cannot be made from cash receipts. Departments needing to establish petty cash should check with the Business Office.
- I. There should be a separation of duties between the person receiving cash and the person responsible for maintaining the accounting records.
- J. No employee or department may establish a University bank account or deposit University funds into an unauthorized account.
- K. It is the Department Head's responsibility to ensure that the above policies are followed.

Failure to follow these procedures may result in the non-compliant employee being held personally liable to the University for any shortages, fines or penalties, and subject to progressive discipline up to and including termination of employment.

## **Line of authority**

**Responsible administrator and office:** Director, Business and Support Services

**Contact person in that office:** Manager, Business Office

## **Effective date**

**Chancellor approval:** August 6, 2019