

Missouri State University-West Plains

Cash Handling Procedures

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, and should be contacted if questions arise regarding these procedures. 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. Requests may be submitted to the Accounting Manager, Accounting Technician, or individual designated by the Director of Business and Support Services.
- B. All *Cash* collected must be deposited at the Business Office within one business day after collection/receipt of such money. The one exception to this policy is if the total amount is less than \$50.00; then the deposit can be made weekly.

The timely Deposit of money received provides the following benefits:

- Improved control of funds, which reduces the risk of loss due to errors, carelessness, or theft
 - Improved interest earnings
 - Lowered risk of returned checks due to nonsufficient funds or closed accounts
 - Assistance in bank reconciliation
- C. All deposits should be delivered to the Business Office and never sent through campus mail. Special arrangements should be made for transportation of large deposits by checking with the Business Office.
 - D. Cash should be physically protected through the use of vaults, locked cash drawers, cash registers, cashier cages, locked metal boxes, etc.
 - E. All checks should be made payable to Missouri State University in black or blue ink and be restrictively endorsed to the University immediately upon receipt. This protects the check if lost or stolen.

- F. Processing Credit Payments brings an additional liability to the University and the departments that accept these payments. Mishandling credit card transactions can result in large fines and severe financial penalties for the department that mishandles credit card transactions.
- Advance approval is required before a department starts accepting credit card payments. Request may be submitted to the Accounting Manager, Accounting Technician 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.
- G. Expenditures or refunds cannot be made from cash receipts. Departments needing to establish petty cash funds should check with the Business Office.
- H. There should be a separation of duties between the person receiving cash and the person responsible for maintaining the accounting records.
- I. No employee or department may establish a University bank account or deposit University funds into an unauthorized account.
- J. It is the Department Head's responsibility to ensure that the above policies are followed.

Money Received Report Guidelines

- A. Include the following on the Money Received Report:
- Name of department making the deposit
 - Date of the deposit
 - Name of contact person
 - Phone number of contact person
 - Departmental budget number
 - Description of what the funds were collected for
 - List checks, cash, and credit cards on report and provide a deposit total
 - Money received reports are available online at:
<http://www.wp.missouristate.edu/BusinessServices/7054.htm>
- B. Determine that all checks are properly endorsed.
- C. Write the payer's birth date and driver license number on the front of each check.
- D. Write the departmental budget number on the front of each check.

Failure to follow these policies and procedures may result in the individual's personal liability to the University for any shortages, fines or penalties.