

Lamar University

Cash Handling Procedures

A. Purpose

The purpose of this policy is to establish guidelines related to the handling and processing of payments made to Lamar University and to define those areas on campus authorized to collect these payments.

B. Persons Affected

This policy impacts all employees of Lamar University.

C. Definitions

1. *Cash* U.S. currency and coin
2. *Cash Equivalents* – Money orders, travelers checks, cashiers checks, certified checks, credit cards
3. *Cash handling department* Campus operating unit authorized to collect University funds; deposits all funds collected to the
4. *Cashier's Office* campus operating unit from which collections are deposited directly to
5. *Change fund* fund exclusively restricted for the use of providing change when processing authorized collections of cash in the department. It shall NOT be used for cash purchases, making loans to employees or students, or cashing checks
6. *Custodian* - individual appointed by the Associate Controller, entrusted with the responsibility of safeguarding the assigned University funds
7. *University Funds* includes cash, checks, checks and credit cards

D. Policy and Procedures

1. Policy Statement

All payments to Lamar University should be made, ideally, at
However, if a department provides a documented reason as to why payments cannot appropriately be made at the department may authorize the department to collect these payments.

Each department authorized to accept payments shall maintain a documentation file containing the following:

Comprehensive written funds handling procedures individualized for the department and approved by . Internal Audit may review the procedures periodically to ensure that an effective system of internal controls has been developed and implemented.

A copy of this institutional funds handling policy.

A record of training provided by the to those employees designated to accept payments.

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- d. Each cashier drawer is to be established for an amount of funds dependent upon assigned cash balance.
- e. Sequentially numbered receipts must be used for all transactions and daily audits and balancing of the receipts (or system reports) to the drawer is required in the closing process.
- f. Cash drawers are to be balanced and closed out at the close of each work period.
- g. All overages/shortages are to be reported to the custodian of the fund at daily closing and must be documented as an overage/shortage in the balance process.
- h. All deposits shall be verified twice, preferably by two individuals.
- i. All computer and credit card terminals are to be closed out at the end of a
- j. Documentation in the form of a summary sheet for each deposit shall be prepared
case of the
Office)

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Controller in writing within 24 hours of discovery. A copy of the police department report should be turned in to the Associate Controller as soon as available. Penalties for any loss (including deliberate theft and negligence contributing to a loss or a theft) may result in legal action, dismissal, the requirement to reimburse the University or any combination of these or other actions. Repeated losses through negligence (even if reimbursed) may also subject the person responsible to dismissal (as well as the requirement to reimburse the University). The Finance Office will report all incidences to Internal Audit.

E. Audit

All change funds, and other cash on hand, are subject to periodic, unannounced cash counts by management and/or Internal Audit.

F. Review

This policy shall be reviewed by the _____ every five years or as legislation changes.