



University of Central Florida Finance & Accounting Procedures Document

Purpose of Procedure:	To establish guidelines for Departments charged with the responsibility of receiving payments on behalf of the University.
Who Processes:	Authorized Departments
How often:	Daily
What is Processed:	Cash, Checks, Credit Cards and Other Forms of Electronic Payment.
Where are the results distributed:	Departmental Ledgers and the General Ledger
Date:	March 5, 2009
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Purpose: These guidelines apply to all departments collecting funds on behalf of the University. It is the responsibility of university departments or offices which receive funds to deposit them with the University Cashier promptly, accurately, and with proper documentation. These procedures apply to all funds received by University departments or offices from any source including, but not limited to: receipts for sales; vending receipts; ticket sales; deposits; refunds; payments of fees or fines; and other transactions whereby the University is paid by cash, checks, or credit cards. All receipts of cash, checks, and credit cards must be properly documented and deposited with the University Cashier as indicated herein.

Procedure for Departments Collecting Funds

Departments receiving approval for the collecting funds on behalf of the University are required to adhere to the following:

Recording

Funds shall be recorded in the order funds are received using cash register receipts, a check log, or pre-numbered receipts.

- a. Cash Register – Cash Register usage is encouraged for recording small multiple transactions such as payment of fines, for equipment usage, and miscellaneous charges. Registers must be key-controlled to ensure that the terminal and cash drawer can be locked and secured when not in use and capable of recording each "sale" on a continuous tape that is retained in the machine. A copy of the receipt must be printed by the register and given to the payee.
- b. Check Log - In the absence of cash registers, all checks received by departments must be recorded in a check log. Minimum requirements for this log include the date, check number, and payer. Once the funds are deposited to the Cashier's Office, the receipt number should be recorded in the log.

- c. Pre-Numbered Receipts - Form No. DR-1 Departmental Receipt should be used when a cash register is not available and cash is received. Departmental receipt forms, printed in triplicate, are available from the University Cashier. Only personnel on the authorized signature list may obtain blank departmental receipt forms. Forms shall be used in sequential order and must be completely filled out with the following information:
- Date money is received
 - Name of individual from whom money is received
 - PID, driver's license number, or department name
 - Amount received for each intended purpose
 - Amount of sales tax (if any) included in payment
 - Each tender type by amount
 - Total amount received
 - Account Number
 - Department / Project ID to be credited
 - Signature of person receiving funds

A recipient copy shall be given to the customer at the time payment is made. The Cashier's copy shall be attached to the departmental transmittal that is sent to the Cashier's Office with the funds to be deposited. The department copy shall be retained by the department as part of its retained files subject to audit.

If a Form DR-1 receipt must be voided, all copies shall be marked VOID, and the Cashier's and department copy shall be attached to the next deposit form (41-908) sent to the Cashier's Office. The last copy shall be retained in the department file for audit purposes.

Check

Whenever a check is presented as payment, the personal identification number (PID) or driver's license number of the payer must be recorded on the check. In addition, the cashier receiving the check should initial or place some identifying mark on the check that would indicate who accepted the payment. Checks should then be endorsed with the University's endorsement stamp, directing deposit to the General Operating Fund.

Checks or other negotiable instruments, made payable to the University or derivative thereof, will not be endorsed over to any individual, club, or organization. Executives of clubs, societies and other organizations should ensure that checks are made payable to their clubs, societies, or organizations. Further, funds received by any department not authorized to receive funds, or not intended for that department, should be immediately delivered to the Cashier's office. Cash collection areas are not authorized to cash any personal, State, Federal or other checks.

Payment for returned check debts must be processed directly at the University Cashier's Office. At no time should returned check payments be processed with departmental deposits. All inquiries regarding returned checks should be directed to the University Cashier or designate.

Credit Card

Departments accepting credit card and debit card payments by telephone or in person must ensure the security and confidentiality of the card holders' information. The individual presenting the card must be the card holder; letters or notes of authorization from the card holder are not acceptable. The original receipt (merchant copy) signed by the customer must be retained by the department and the second copy (customer's copy) must be issued to the customer. At the end of the business day, the credit terminal should be settled, and the original settlement slip attached to the transmittal for deposit to the Cashier's Office.

All terminals should be password protected to prevent unauthorized use. Departments not utilizing the online refund function should have this capability deactivated by Merchant Services.

As a Visa credit card Merchant, departments are mandated to comply with the guidelines outlined in CISP ([Cardholder Information Security Procedures](#)); failure to comply will result in large fines to the University. To ensure compliance, personnel processing or handling credit card payments or information are required to attend the annual CISP training conducted by Finance & Accounting.

Cash

All cash payments must be recorded and a receipt issued to the customer. Pre-numbered receipts are available from the Cashier's Office for departments not equipped with cash registers. (See C above. Pre-Numbered Receipts.) Large bills must be verified with some approved counterfeit-detecting pen or light.

Cash disbursement from funds collected for personal services, materials, supplies, loans or any other reason is strictly forbidden. Any such occurrence can lead to the appropriate disciplinary action.

Departments must ensure that cash and checks should be adequately safe guarded at all times.

Special Events

Departments hosting special events, where it is anticipated that cash collections will exceed twenty five thousand dollars (\$25,000), must coordinate with the University Cashier. The university cashier will assist in ensuring that the necessary safety measures and internal controls are in place to receive, receipt, balance and deposit these funds and at his discretion, he may (or may not) assign a University cashier to provide assistance.

Events include, but are not limited to accepting payments from non- traditional students registering for non degree credit classes, special events held on or off campus, or events at any of the regional campuses. Benefiting departments will be required to cover the cost of armored security and other incidental expenses related to collection of these funds.

Guidelines for Departmental Deposits

1. Daily deposits shall be made where feasible.
2. \$25 is the maximum amount that should be retained in a department equipped only with a money box that can be placed in a locked desk or similar container.
3. Off-campus offices collecting departmental funds may deposit them

directly to the University's bank. Prior approval must be obtained from the University Cashier. Once the deposit is completed, the departmental transmittal and bank verification slips should be scanned and emailed as a PDF file to the University Cashier or designate for receipting.

PRE-NUMBERED RECEIPTS

A. Form No. DR-1 Departmental Receipt

1. Form No. DR-1 should be used whenever it is desired to prepare a more informative receipt, when a cash register is not available, or when only occasional transactions are involved. These receipts, printed in triplicate, are available from the University Cashier. Only personnel on the authorized signature list may pick up blank receipt forms.
2. Forms shall be used in sequential order and the following information must be entered on each receipt:
 - Date money is received
 - Name of individual from whom money is received
 - PID or driver license number or department name
 - Amount received for each purpose involved
 - Amount of sales tax, if any, included in payment
 - Total amount received
 - Account Number
 - Department / Project ID to be credited
 - Signature of person receiving funds

B. Form Original and Copies Distribution

The original receipt shall be given to the customer at the time payment is made. One copy shall be attached to the departmental transmittal that is sent to the Cashier's Office with the funds to be deposited. The second copy shall be retained by the department as part of its retained files subject to audit. Receipts should be filed in ascending order by receipt number, be properly labeled and kept by fiscal year.

C. Voided Receipts

If, for any reason, a Form DR-1 receipt must be voided, all copies shall be marked VOID and the original and first copy shall be attached to the next deposit form (41-648) sent to the Cashier's Office. The last copy shall be retained in the department file for audit purpose.

Overages and Shortages

Any overage and shortage, regardless of the amount, should be recorded on the departmental transmittal, using the department/project number and account number 604098, and sent to the Cashier's Office for processing. This account should be reviewed regularly by the responsible manager. Overages should never be kept to apply against future shortages or any other purpose. Shortages in excess of \$250.00 or in situations where management suspects misappropriation of funds should be referred to the University Audit Department.

Refunds

Request for refunds must be processed through Finance and Accounting using Form 41-615 - Refund Request; under no condition should refunds be made from funds received by the department.

INTERNAL CONTROLS

Separation of Duties

Necessary internal controls shall be established and adhered to at all times. To help accomplish this, there should be a clear separation of duties for the collection of money, maintaining records, depositing of funds and reconciliation of accounts. If this is not possible due to staffing constraints or other factors, individual accountability and strict management supervision and review are required. Individual department's guidelines and procedures for collecting funds should be developed and made available to the relevant employees. Where possible, access to collection areas should be restricted to authorized personnel only. Unannounced review of any collection area may be undertaken by the University's Audit Department or other authorized University official.

Reconciliation

Monthly reconciliation of deposits to the general ledger should be undertaken by staff members independent of the receipt and deposit of funds; discrepancies should be researched and corrected on timely basis. Departments collecting sales taxes and UBIT (Unrelated Business Income Tax) should contact Finance and Accounting to ensure compliance with the necessary tax regulations and other guidelines. Account activity can be monitored through the Data Mart or queries on PeopleSoft Financials, additional reports and information can be obtained from the Finance and Accounting Division.

PERSONNEL

Background Checks

All personnel charged with the responsibility of collecting or handling funds must be subjected to a criminal background check. Employees whose background check does not meet Human Resources' standard will cannot be assigned these duties. This is particularly relevant to OPS employees and Student assistants who are not routinely subject to these checks. Employees are required to sign the Credit Card Security Ethics Certification form (Form 41-915) indicating and understanding and willingness to comply with the University's credit card policies and procedures. Additionally, departments utilizing the services of Temporary Agencies should request that candidates undergo background and credit checks. This is also a requirement of CISP.

Safety and Security

The safety and security of all personnel are paramount and every effort must be made to ensure that adequate safety measures are in place to achieve this objective. It is the responsibility of the department's management to ensure armored escort for transporting large sums of cash to and from the Cashier's Office or local banks. Individuals collecting payments should avoid unnecessary risk that could compromise their personal safety. In cases of blackout and other unplanned sudden disruption, all safes, vaults and cash drawers should be secured; however, this should not be undertaken at the expense of personal safety.

University employees whose job duties involve the collection, handing or any dealings with cash, checks, or other forms of payment are covered under the University's Crime Policy, held with the State of Florida.

SUMMARY

These guidelines are established for departments collecting funds on behalf of the University, and are not intended to be all inclusive. Departments having specific questions should contact the University Audit Department, Finance & Accounting, or The Cashier's Office.