

# CALS Best Practices

## Payment Handling Guidelines

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# What Do I Need To Comply?

- A written policy for your unit detailing how you process payments;
- Cash Handling Training, renewed every two years;
- A safe, or secured lock drawer or box;
- A U of A Endorsement Stamp;
- A log for tracking payments received;
- A numbered receipt book.

# What is in a written policy?

A written policy specifies how your unit is to comply with the receiving, recording, safeguarding, depositing, and reconciling of cash, checks, and credit card payments.

<http://policy.fso.arizona.edu/fsm/800/810>

# Cash Handling Training

Cash Handling Training is now available through UAccess Learning.

Large groups can still request on-site training through the Bursar's Office.

If you are not sure if your training is current, contact Theresa Couch at 621-1711 or [tcouch@email.arizona.edu](mailto:tcouch@email.arizona.edu)

# What is a Safe, Lock Drawer or Lock Box?

- A combination safe is the most secure place to hold cash and checks until deposit. The combination to the safe must be changed periodically, as well as when an employee with knowledge of the combination leaves the unit.
- A lock drawer may be a locked desk drawer within a locked office, where a limited number of people have access to the office and desk drawer.
- A lock box may be a securely mounted box with a lock, stored in a location where access is restricted.

# What's in a log?

A log can be designed to meet your needs. It should, at a minimum contain:

- The receipt date;
- The service;
- The customer's name;
- The names of each person that handles the funds, including the person that reconciles the monies against the log/receipt book;
- The location of the funds;
- The deposit date.



# What's in a Receipt?

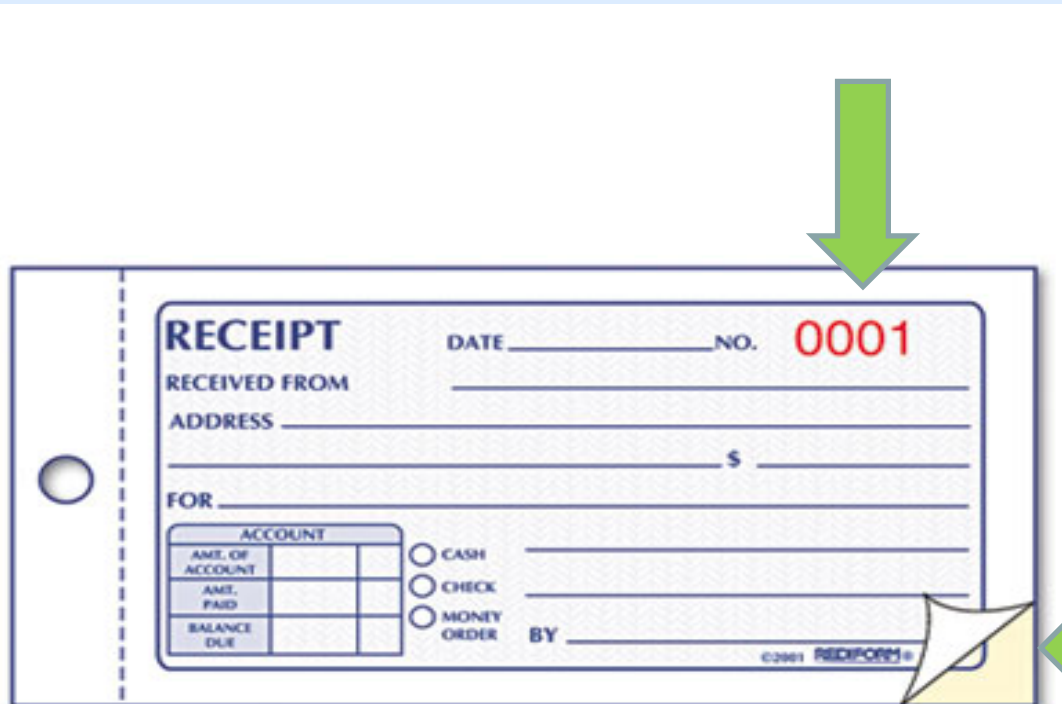
A receipt must contain a sequential number that cannot be altered;

Computer generated receipts must be produced within a program that does not allow for the input of a number;

Store bought receipt books with sequential numbers that also provide a duplicate of the receipt are workable.



## Sample Receipt



**RECEIPT**      DATE \_\_\_\_\_ NO. **0001**

RECEIVED FROM \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

FOR \_\_\_\_\_

ACCOUNT		
AMT. OF ACCOUNT		
AMT. PAID		
BALANCE DUE		

CASH \_\_\_\_\_

CHECK \_\_\_\_\_

MONEY ORDER \_\_\_\_\_

BY \_\_\_\_\_

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# Guidelines for Receiving Cash

- A change drawer must be established. Instructions can be found at:  
<http://policy.fso.arizona.edu/fsm/800/810#cashiering>
- In lieu of a change drawer, exact change may required. A sign should be prominently placed to indicate only exact change is accepted;
- Cash should be verified and logged at the time of receipt by someone not involved in the cashiering process, then given to the cashier;
- A receipt must be provided to the customer;
- Cash should be placed in a safe, lock drawer or box until deposit;
- Deposit the cash daily;
- Personal funds should not be used to make change in lieu of a change drawer.

# Receiving Checks in Person or by Mail

- Verify that the check is made payable to the University of Arizona;
- Have a person not involved in the processing of the check log it into the departmental log;
- Immediately stamp the back of the check with the U of A's restrictive endorsement;
- Provide the payer with a receipt (unless the check is received by mail);
- Place the check immediately in a safe, locked drawer or box;
- Deposit the checks daily.

# Receiving Credit Card Payments

- Accepting credit card payments requires the unit to be in compliance with Payment Card Industry (PCI) practices and standards.
- Requests to accept bank/credit cards must be submitted and approved by the Bursar's Office (see item #17):  
<http://policy.fso.arizona.edu/fsm/800/814>
- Any device used to swipe credit card information must be PCI compliant. Do not use any device unless the Bursar's Office has deemed it to be PCI compliant or the device has been provided by the Bursar's Office.
- A receipt must be provided to the customer;
- Bank/credit card terminals should be settled daily.
- All card activity must be reconciled to the General Ledger monthly.

# Deposits

- Deposits should be made daily;
- A person other than the one delivering the deposit must reconcile the cash/checks against the department log or receipt book and sign the log;
- Monies should never be sent by campus mail;
- If cash exceeds \$500, an escort by UAPD is required.

# What is a Direct Deposit Department?

A direct deposit department is a department that is set up to make deposits directly to a designated banking institution (like CALS off campus units).

A direct deposit department can also have a regularly scheduled pick up by UAPD, or contracted guard services, or may bring their secured bag into the Bursar Office.

# Value-Added Inventory

Each department is responsible for value-added inventory. Value-added inventory refers to items that are not currency but have value. Event tickets, gift cards and parking passes held by the department are examples of value-added inventory. These items are to be maintained, controlled and logged the same as currency.

# Jury Duty Payments

- Checks for payments of services only can be deposited to the Bursar's Office.
- For checks where mileage and payments for services are combined, the payee must write a check payable to the University of Arizona for the amount of the payment for services only.
- The funds are deposited into the account where the largest portion of the employees salary is charged, using object code 0830. For employees funded from state, sponsored or IDC accounts deposit into account 1000100 object code 0830.



# Requesting an Exception

If any of the payment handling policy requirements cannot be fulfilled for any reason, including a situation where a second person is not available to log payments received, or deposits cannot be made within the specified guidelines, a written request for exception must be sent to Requests for exceptions to any of requirements set forth in [FSM Policy 8.10](#) must be submitted to Theresa Couch (tcouch@email.arizona.edu) from the FSO Bursar's Office and forwarded the Rates and Review team.

## Never Comingle UA Money with Personal Funds

Any funds received on behalf of the University of Arizona cannot be comingled with personal funds, such as writing a personal or third party check for cash to avoid depositing the cash per policy, or making change with personal funds in lieu of acquiring a change drawer.

# Questions?

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For more information see FSM Policy 8.10 Cash Receiving

<http://policy.fso.arizona.edu/fsm/800/810>