

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Policy FO-10**  
**Cash Deposits and Receipts Policy**

**General Instructions**

University Advancement shall process gifts of cash received in the name of Sam Houston State University. The gift will be recorded, receipted and forwarded to the university cashier within one (1) working day of receipt. Copies of all transactions will be sent to the appropriate department to which the gift is to be deposited.

All funds received in the name of Sam Houston State University must be deposited with the university cashier, accounted for by the Business Office, and expended through the Business Office. No university money is to be deposited into individual bank accounts or savings accounts.

All cash received by the University from all educational and general sources, except auxiliary enterprises, non-instructional services, agency, restricted funds, endowment funds, student loan funds, and constitutional college building amendment funds shall be deposited in the state treasury.

For the purpose of facilitating the transfer of such institutional receipts to the state treasury, Sam Houston State University may open, in a local depository bank, a clearing account to which it shall deposit daily all such receipts, and shall, at least every seven (7) days, make remittances from there to the state treasury of all except five hundred dollars (\$500) of the total balance in said account. Such remittances are to be in the form of checks drawn on the clearing account by the duly authorized officers of the institution and no disbursements other than remittances to the state treasury shall be made from such clearing account. All monies so deposited in the state treasury shall be paid out of warrants drawn by the Comptroller of Public Accounts, as is now provided by law.

All other money (except for Vending deposits, which are made directly to the University depository because of weight) received by the university is to be deposited with the university cashier. Money may not be deposited directly to the bank; it must be deposited with the Cashiers Office.

**Procedures for Handling Cash or Checks**

1. All payments to the University must be receipted by an authorized receipting method such as, sundry sales receipts, fee receipts, cash register tapes, or numbered admission tickets. If a department is using a cash register, there must be an accompanied numbered receipt that balances to the cash register tape.
2. Receipts of \$50.00 or more should be deposited with the cashier's office within one (1) working day of receipt Monday through Friday. (Estill Bldg., Room 103, office hours 8:00 - 4:00).
3. Deposits should be made at least every 5 working days, if the total on hand is less than \$50.00.
4. Under no circumstances shall any funds be used as a change fund or as a petty cash fund except funds specifically provided by the Business Office for such a purpose. No personal funds shall be used under any circumstances. No change funds or petty cash funds shall be used for personal reasons or for any purpose except as specifically provided when established. Personal IOU's are strictly prohibited.
5. No change funds shall be used for petty cash. No petty cash funds shall be used for change funds. No personal checks shall be cashed in change funds or in petty cash funds, except at the University Cashiers Office.

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6. Establishment of, increases in, or decreases in change funds or in petty cash funds shall be made only with the approval of the Vice President for Finance and Operations. Requests should be made in writing.
7. Cash short or cash over in any deposit shall be reported with that deposit, leaving any change fund intact.
8. Deposits may not be left with the Cashiers Office to be counted at a later time. All deposits shall be counted and receipted in the presence of a representative of the depositing department.
9. All deposits shall be made intact. No cash shall be withheld for any reason. No checks shall be cashed or withheld for any reason.
10. When a receipt is voided, all copies are to be left intact in the receipt book. These should be permanently secured with staples.
11. All sundry sales receipt books will be issued to the various departments from the University Press and Copy Center. Books will be retained by departments.
12. Each department that makes deposits at the Cashiers Office should have a stamp as follows:

**For Deposit only Sam Houston State University**  
**Huntsville, Texas 77341 (Department Name)**  
**Each check should be endorsed with this stamp immediately.**
13. The department may have a payee stamp "Sam Houston State University". In addition, it may include the department's name if desired. All checks must immediately show the payee of "Sam Houston State University" or "SHSU".

There must always be one receipt per student. Grouping money from several students on one receipt is never acceptable, no matter how small the amount.

Identification will be required when accepting checks. Checks must be written for the same amount in the numerical and the written spaces. A local address must be provided on the check when possible, and initials of person receiving check should be placed in the top left hand corner. Please put the driver's license number and student's ID number should be on check. For purposes of internal control, deposits and deposit summaries should be prepared and made by some person other than the one who receipts the money.

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**Sundry Sales Book Instructions**

The instructions below are to be placed on the inside cover of the Sundry Sales Book currently used. Upon completion of this receipt book a copy of these instructions should be placed on the inside cover of the next book.

This Sundry Sales Receipt Book is to be used for payments of \_\_\_\_\_ to account # \_\_\_\_\_. New books may be acquired at the University Press. Upon receipt of cash or check for payment, complete the receipt as follows:

1. Enter date.
2. Enter name of person from whom payment is being received.
3. Enter amount being received.
4. Enter description of what is being paid for.
5. Enter "check" or "cash" or "Visa or "Mastercard near \$ amount.
6. Enter department name.
7. Enter your signature.

**Distribution of Copies of Sundry Sales Receipts**

1. White copy goes to person making payment.
2. Yellow copy stays in the books.
3. Pink copy is removed from the book at the end of the day and stacked in numerical order. Total the pink copies of the receipts twice by running adding machine tape and verify against checks and cash received that day. Place adding machine tape in the upper left-hand corner of pink copies and staple together. Complete a deposit summary and attach the white copy of deposit summary to the totaled pink copies of the sundry sales receipts. This will be turned in to the Cashiers Office with the cash and checks.

**Deposit Summary**

**Deposit summaries will be completed as follows:**

1. Enter Date.
2. Enter name of account.
3. Enter account number and income and expenditure code.
4. Enter sundry sales receipt numbers used (pink copies). List voided receipt numbers.
5. Enter total from tape on pink copies of sundry sales receipts, less sales tax.
6. Enter amount of sales tax.

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7. Enter any cash over or cash short on appropriate line. Cash short should be put in brackets. There cannot be cash over and cash short at the same time.
8. Enter total amount of deposit.
9. Enter total amount of currency.
10. Enter total amount of coins.
11. Enter total amount of checks.
12. Enter total amount of credit card payments.
13. Enter total of currency, coins, and checks. (Should be the same as amount of #8).

**Distribution of copies:**

1. White copy is turned in to Cashier's Office with pink copies of sundry sales receipts.
2. Yellow copy remains in book.

Reviewed by: Anne Heartfield - Director of Business Office – 11-01-08  
Next review: 2/1/10