

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

Finance & Operations Policy FO-10
Funds Acceptance and Deposit Policy

General Policy

All funds received in the name of Sam Houston State University (“University Funds”) must be deposited through university accounts, accounted for by the Controller’s Office, and expended through the Treasurer’s Office. All University Funds shall be deposited into university accounts. Deposits into any individual’s bank account is strictly prohibited.

University Funds received from educational and general sources, shall be deposited into the state treasury at least every seven (7) days when the balance exceeds five hundred dollars (\$500). This does not apply to the following funds: designated, auxiliary enterprise, non-instructional services, agency, restricted funds, endowment funds, student loan funds, and constitutional college building amendment funds.

Acceptance of University Funds

University Funds include, but are not limited to, currency, coins, checks, cashiers’ checks, money orders, or other negotiable instruments readily converted to cash. They also include payments made to the university via electronic payment method such as cards (credit, debit, or stored value), electronic checks, ACH transfers, and wires.

Departments may not accept funds (have acceptance privileges) on behalf of the university unless a minimum of two (2) staff member(s) have completed the deposit and receipt training (“Deposit Training”) provided by the Bursar’s Office. Departments that receive funds through internet portals are required to complete additional online training from the Bursar’s Office before receiving web-based payments.

Approval of New Payment Vendors/Methods

The Controller’s Office and the Treasurer’s Office shall be included in evaluation of proposals or contracts related to vendors, hardware, or software used to process payments or receipt of University Funds. Failure to receive prior approval from the Division of Finance and Operations for purchase or contracts related to payment processing may result in cancellation or voiding of contracts, as well as any related financial loss to the department.

Deposit and Receipt

All University Funds must be receipted on the same day they are received, following procedures established by the Bursar’s Office.

Individuals who receipt University Funds must be employed by the university and have completed the Deposit Training or work under the direct supervision of a person who has completed the Deposit Training. Violations of policy and procedure by persons receipting University Funds will be recorded as a violation against the department and the supervisor.

For purposes of internal control, separation of duties must be maintained between the receipting and deposit functions. A minimum of two persons that have received Deposit

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Training must verify all deposits prior to delivery to the Bursar's Office.

Prior to delivery to the Bursar's Office, deposits must be entered into the online system daily, regardless of dollar amount. Cumulative deposits totaling fifty dollars (\$50) or more must be deposited with the Bursar's Office within one (1) working day of receipt. Cumulative deposits totaling less than fifty dollars (\$50) must be deposited within five (5) working days of receipt.

Physical currency and checks must be transported to the Bursar's Office in a locked bank bag. Cash shortages or overages in any deposit shall be reported with that deposit. All deposits shall be made intact. No cash shall be withheld for any reason and no checks shall be cashed or withheld for any reason.

Audit and Compliance

All income received, deposits, and reconciliations including cash counts are subject to audit by SHSU, TSUS, or State Auditors, without prior notice.

University Funds and all information pertaining to any payments received on behalf of the University must be maintained securely and only be accessible by university personnel that have been authorized to perform such functions. Therefore, each department which receives University Funds shall maintain its own specific departmental procedures to ensure in compliance with this policy.

Payment Card Industry Data Security Standard compliance is required of all departments that accept payment by credit card and each department is responsible for completing a self-assessment questionnaire upon request. The Payment Card Industry Data Security Standard (PCI DSS) is a set of security standards designed to ensure that ALL companies that accept, process, store or transmit credit card information maintain a secure environment.

More than three violations of this policy or related procedure may result in revocation or suspension of University Funds acceptance privileges or other penalties as determined by the Vice President for Finance and Operations (VPFO). The President's Cabinet will be notified quarterly of any instances of revocation of funds acceptance privileges. Request for reinstatement of these privileges must be submitted in writing and approved by the VPFO.

Exceptions

Any exception to this policy must be approved in writing by the President or the Vice President for Finance and Operations.

Reviewed by: David Verghese, Treasurer
Amanda Withers, Interim Controller

Next review: 11/1/2017

References

Texas Education Code, Chp. 51, Subchapter A, Control of Funds