UNCW May 2006
CASH RECEIPTING
Basic Process Flow

What type of cash receipts?

Part of Department’s Normal Operation

Isolated or Non-Recurring Receipts

Cash Gifts to the University

Funds Awarded to Student: Outside Entity Determines Recipient

Grant and Contract Funds

Dept. Receiving Cash
• Obtain advance approval for each receipting purpose by submitting Request for Cash Receipting Privileges and Cash Receipting Requirements to Comptroller

Dept. Receiving Cash
• Record receipts
• Hand-carry receipts to Comptroller’s Office

Comptroller’s Office
• Review request for receipting privilege
• Notify Cashier’s Office of tentative approval, pending dept. completion of mandatory training

Comptroller’s Office
• Prepare Deposit Transmittal and other documents
• Hand-carry receipts to Cashier’s Office

University Advance.
• Record and process gift
• Maintain donor list
• Prepare Deposit Transmittal
• Hand-carry receipts to Cashier’s Office

Financial Aid & Veteran’s Services
• Record and process funds
• Prepare Deposit Transmittal
• Hand-carry receipts to Cashier’s Office

Sponsored Programs
• Record Receipts
• Coordinate deposit with Comptroller’s Office

Comptroller’s Office
• Prepare Deposit Transmittal and related documents
• Hand-carry receipts to Cashier’s Office

Cashier’s Office
• Provide training and/or receipt book, endorsement stamp, and locked bags as appropriate to dept.

E-Mail Receipt Owner
Reconcile numbered e-mail receipt to Banner

Required Frequency of Deposits
• Deposit all cash receipts by 2 p.m. at least weekly.
• If receipts are $250 or more, deposit that day.
• Make credit card deposits daily, regardless of amount.
• Make deposits of isolated or non-recurring receipts immediately.

Cashier’s Office
• Accept if process funds for deposit.
• E-mail official numbered receipt to address on Deposit Transmittal