CASH RECEIPTING
Basic Process Flow

What type of cash receipts?

Part of Department’s Normal Operation

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

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

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

Comptroller’s Office
- Prepare Deposit Transmittal and other 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.

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

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

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