

Off-Campus Departmental Cash Receipts – Cashnet Cashiering System Local Bank Deposits

Purpose and Scope

This procedure outlines the method of physically handling and accounting for cash, checks, money orders, and other cash items received by an off-campus department directly from the remitter or through the mail using the Cashnet Cashiering System, where all receipts are deposited in a local bank account (Leesville, Alexandria and Shreveport sites and off-campus coordinators only).

NOTE: Due to lack of security, it is recommended that off-campus departmental cashiers not collect large volumes of cash. Checks, money orders or credit cards are preferred methods of payment.

Reference

Departmental Cash Receipts Policy and Procedure, and online help for Cashnet Cashiering System.

NOTE: All links for [supporting documents](#) are found at the end of this policy.

Responsible Area

Business Affairs

Procedure

NOTE: All departmental receipts are to be deposited intact in accordance with this procedure.

Under no circumstances should an employee cash or negotiate in any manner any check, money order or any other "cash item".

Cash and cash items not deposited in accordance with departmental cash receipts procedures must be deposited at the cashier's window immediately upon receipt by the employee. If the employee is in "travel status", a deposit must be made immediately upon return.

Off-Campus Budget Unit Head

1. On an annual basis, request written approval from the Assistant Controller/Bursar to receive cash and cash item at designated sites. The Business Affairs - Cashiering Section will not issue access to the Cashnet Cashiering System without presentation of the annual authorization.

All departments previously given access to the Cashnet Cashiering System that do not have a current letter of authorization are required to return endorsement stamp and bank lock bag to the Business Affairs - Cashiering Section. Supplies will be logged in and computer access denied.

2. Upon approval, restricted endorsement stamp, a bank lock bag, and system access to the Cashnet Cashiering System from Business Affairs - Cashiering Section. Bank lock bags are to secure deposits during and prior to delivery to the approved Off-Campus local bank.

Assistant Controller/Bursar

3. Sets up access to the Cashnet Cashiering System.

Business Affairs Cashier Supervisor/Designee

4. Issues restricted endorsement stamp, restricted endorsement stamp, and a bank lock bag to the Off-Campus Cashier Designee.

Off-Campus Cashier/Designee

5. Receives cash or cash items and any remittance advices from the person making remittance and/or receives mail receipts. Stamps the back of all checks and money orders with the department's restricted endorsement stamp.
6. Prepares ***Departmental Mail Receipt List*** for mail receipts. Using the Cashnet Cashiering System, post all payments received on cashiering screen. (Including mail receipts). Select designated item code and record amount received. For miscellaneous receipts, indicates from whom received, for what received, FOP to be credited, amount received, (the departmental cash receipt number is assigned by the system). Gives the remitter copy of the receipt for all receipts received directly from the remitter. Separates receipt copies accordingly.

If an error is made, the receipt must be voided. The departmental cashier requests a void by contacting the Business Affairs - Cashiering Section. This can only be done before receipts are approved by Main Cashier. If an error is found after the Main Cashier has approved the batch, Student Accounting must be notified to process a BJ if an entry is for a student's account in Banner. If the error is in the Financial Records System, a correcting entry must be made by the Cashier Supervisor/Designee.

Main Cashier

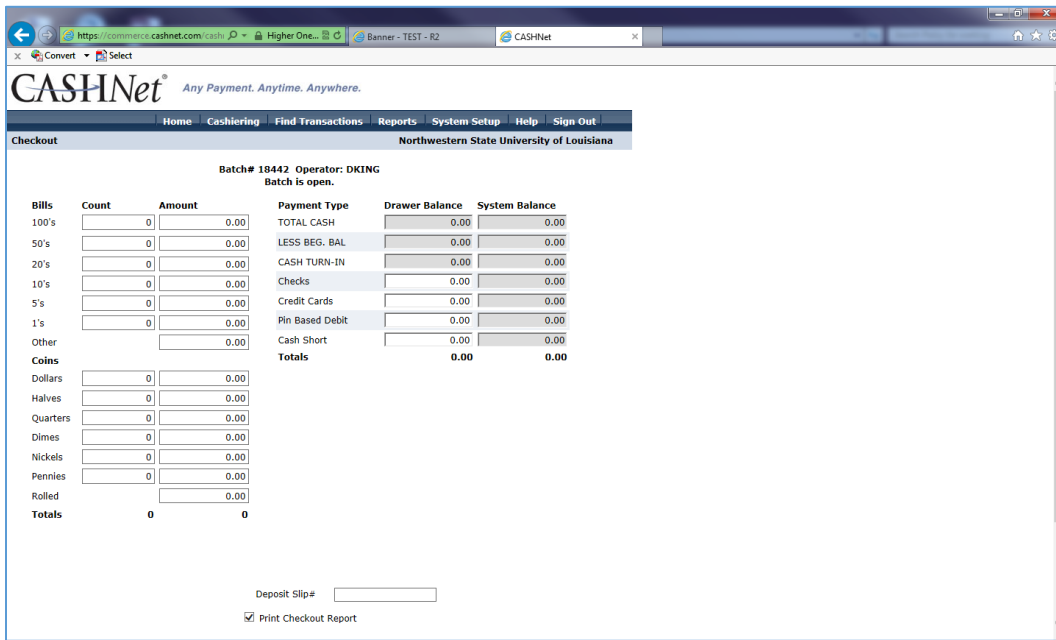
7. Pulls up off-campus departmental transaction and presses "void" button.

Cashier Supervisor/Designee

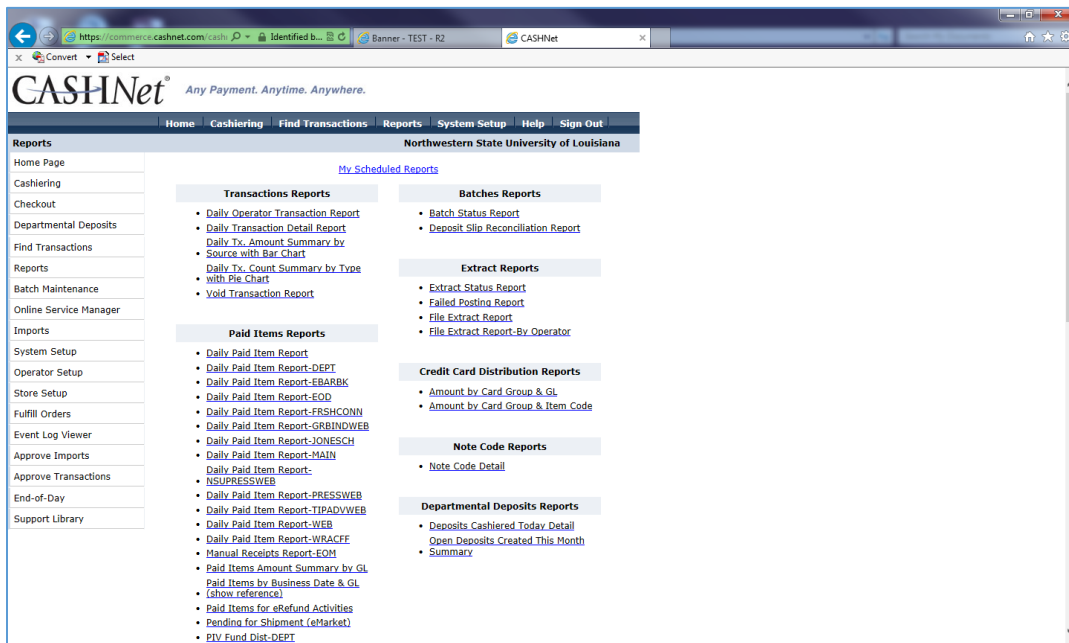
8. Approves void after review. The voided receipt will reference the original receipt. Fax or email copy of void to off-campus cashier/designee.

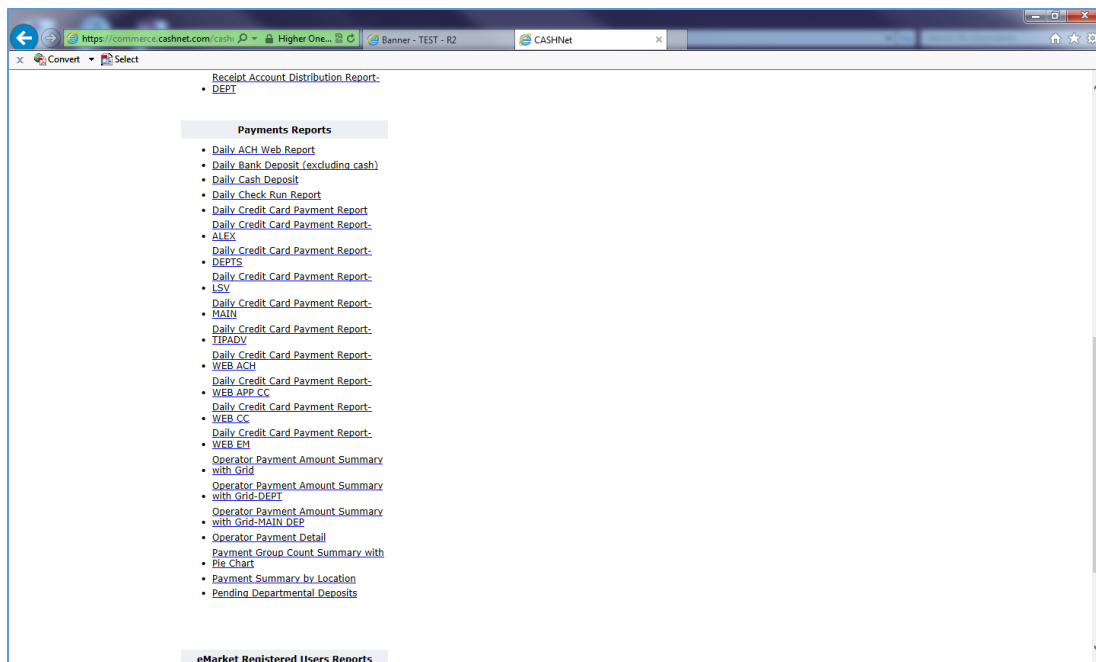
Off-Campus Cashier

9. At the end of each day completes batch checkout screen and necessary reports in Cashnet Cashiering System which includes:
 - a. Checkout



- b. Daily Paid Items Report – Department
- c. Receipts Account Distribution Report – Department
- d. Daily Credit Card Payment Report and prints all.





Signs reports and batches the Business Affairs copy of the Departmental reports and makes a photocopy of all checks and money orders to be deposited and delivered to Business Affairs - Cashiering Section.

Retains Department's copy of Departmental Receipts Mail Receipt Lists on file for audits.

10. Receipts of cash and cash items (secured in bank lock bag) should be deposited to the approved Off-Campus Local Bank on a daily basis where practical.

In the event receipts are not deposited daily, receipts must be secured in a safe with access limited to the Budget Unit Head or his/her designee. In accordance with the Legislative Auditor, Article VII, Section 9 of the 1974 Louisiana Constitution requires that all money received by state agencies be deposited, immediately upon receipt, in the State Treasury.

11. Prepares *Pay-In-Voucher* and bank deposit slips for deposits to approved Off-Campus local bank.

Off-Campus Budget Unit Head/Designee

12. Reviews Pay-In-Voucher deposit slip. Notes approval of deposit on the Pay-In-Voucher and signs and dates reports. Investigates any cash short or over and writes an explanation to the Assistant Controller/Bursar who reports all cash short and over of \$50 or more to the Vice President for Business Affairs & Controller.
13. Places bank deposit slip, Pay-In-Voucher, cash and cash items in locked bank bag for transportation to the bank.

Off-Campus Cashier/Designee

14. Transports locked bank bag to bank.

15. Receives from bank teller the validated campus and Business Affairs copy of the Pay-In-Voucher and bank deposit slip.
16. Files campus copy of Pay-In-Voucher and bank deposit slip with campus copies of Off-Campus Reports and Departmental Mail Receipt List for audits.
17. Delivers in bank lock bag or via mail to Business Affairs - Cashier's Section, the Business Affairs' copy of the Departmental Mail Receipts List, Pay-In-Voucher, bank deposit slip, and photocopies of all checks and money orders deposited.

Business Affairs - Main Cashier

18. Reviews deposit data and back up forwarded from Off-Campus Cashier. Upon verification approves the Off-Campus Cashier's deposit, prints approval receipt and forwards a copy of the approval receipt to the Off-Campus Cashier.

Off-Campus Cashier

19. Files Off-Campus Departmental copy of the Approval Receipt with back up deposit documentation for audit.

NOTE: Any department having a unique situation that may justify a deviation from the policy and procedure should discuss the situation with the Vice President for Business Affairs & Controller.

Supporting Documents

[Departmental Mail Receipt List](#)

[Pay-In Voucher - Sample](#)

NOTE: Supporting Documents can also be found on the Business Affairs website listed under the [Documents/Forms Link](#).