

## II-2 Off-Campus Departmental Cash Receipts - Manual Local Bank Deposits

## NORTHWESTERN STATE UNIVERSITY

### Off-Campus Departmental Cash Receipts – Manual Local Bank Deposits

**I. Purpose and Scope:** This procedure outlines the method of physically handling and accounting for cash, checks, money orders and other cash items received by a Department directly from the remitter or through the mail.

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

**II. Reference:** Policy pertaining to cash receipts and deposits.

*NOTE: All links for **supporting documents** are found at the end of this policy. See Supporting Documents used to process Off-Campus Departmental Cash Receipts – Manual Local Bank Deposits.*

**III. Responsible Area:** Business Affairs

**IV. 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.*

#### Budget Unit Head

1. On an annual basis, request written approval from the Bursar to receive cash and cash items at designated sites. The Business Affairs - Cashiering Section will not issue pre-numbered departmental cash receipt forms without of the annual authorization.

All departments previously issued receipts that do not have a current letter of authorization are required to return unused receipts to Business Affairs - Cashiering Section where the numerical sequence of the receipts will be accounted for and the control ledger closed.

2. Upon approval, request pre-numbered Manual **Departmental Cash Receipt**, a restricted endorsement stamp, and a bank lock bag from Business Affairs - Cashiering Section.

Bank lock bags are to secure deposits during and prior to delivery to the approved off-campus local bank.

#### Business Affairs - Cashier Supervisor/Designee

3. Records all issuances of Manual Departmental Cash Receipts on the **Departmental Cash Receipt Forms Control Log**. Requires Off-Campus Departmental Designee to sign log in “Received By” area.

4. Periodically compares *Departmental Cash Receipts form Control Log* with the physical inventory of receipts in the possession of the Budget Unit Head contacts the Budget Unit Head if detects a problem in the numerical sequence.

### **Off-Campus Cashier/Designee**

5. Receives cash or cash items and remittance advices from the person making remittance and/or receives mail receipts. Stamps the back of all checks and money orders with their department's restricted endorsement stamp.
6. Prepares *Departmental Mail Receipt List* for Mail receipts, and/or pre-numbered Manual Departmental Receipt for receipts collected directly from the remitter. Indicate from whom received, for what received, date received, FOP to be credited, amount received, and type of receipt (cash, check or money order), giving check number for checks and money order number for money orders. Gives the remitter copy of the receipt.
7. 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.

8. Prepares a *Daily Report of Receipts* for the days collections. Batches the Business Affairs copy of the Departmental Receipt form in numerical order. Retains photocopy of all checks and money orders to be deposited and delivered to Business Affairs - Cashiering Section. Include in the batch all receipts voided, in numerical order. (All copies of a voided receipt must be submitted in batch).
9. Prepares *Pay-In-Voucher* and bank deposit slips for deposits to approved Off-Campus Local Bank.

### **Off-Campus Budget Unit Head/Designee**

10. Reviews Pay-In-Voucher deposit slip. Notes approval of deposit on the Pay-In-Voucher. Periodically checks cash and cash items receipts, Pay-In-Voucher and other supporting documents. Investigates any cash short or over and writes an explanation to the Assistant Controller/Bursar, who reports all cash over and shorts of \$50 or more to the Vice President of Business Affairs & Controller.
11. Places bank deposit slip, Pay-In-Voucher, cash and cash items in locked bank bag for transportation to the bank.

### **Off-Campus Cashier/Designee**

12. Transports locked bank bag to bank.
13. Receives from bank teller the validated campus and Business Affairs copy of the Pay-In-Voucher and bank deposit slip.
14. Files campus copy of Pay-In-Voucher and bank deposit slip with campus copies of Off-Campus Manual Receipts, Daily Report of Receipts, and Departmental Mail Receipt List for audits.
15. Delivers in bank lock bag or via mail to Business Affairs - Cashier's Section, the Business

Affairs' copy of the Off-Campus Manual Receipts, (in numerical order including voids), Daily Report of Receipts, Departmental Mail Receipts List, Pay-In-Voucher, photocopy of all checks and money orders deposited and bank deposit slip. Receives from Business Affairs a copy of the official receipt via mail.

*NOTE: Any department having a unique situation that may justify a deviation from the policy and procedure should discuss the situation with the Assistant Controller/Bursar. No deviations should be made without the Assistant Controller/Bursar's written approval.*

**Supporting Documents used to process Off-Campus Departmental Cash Receipts – Manual Local Bank Deposits:**

- [Departmental Cash Receipt](#)
- [Departmental Cash Receipt Form Control Log](#)
- [Departmental Mail Receipt List](#)
- [Daily Report of Receipts](#)
- [Pay-In-Voucher – Under Construction](#)