# EAST CAROLINA UNIVERSITY

Cash Receipting – Template for Writing Department Procedures

*Every department on campus that receives cash must have a procedure in place that documents cash receipting practices. This template is designed as a guide to help you develop your cash receipting procedures. Your procedures should accurately reflect your cash receipting practices, which must be in compliance with University policies and guidelines.*

**DEPARTMENT:** Click here to enter text.

## Section I - OVERVIEW

***Describe the following:***

* Indicate the manner in which cash receipting is done. (e.g., POS, Banner, Cash Register and/or Receipt Book)
* Describe the types of activities/transactions for which cash/cash equivalents are received.
* Describe the types of cash and cash equivalents received. (e.g., coin, currency, checks, money orders, credit cards, accounts receivable charges, electronic fund transfers, campus cards, parking tickets, stamps, petty cash)
* Indicate the volume of activity. (frequency and average deposit amount, seasonal variations, etc.)

## Section II - DESCRIPTION OF PHYSICAL SET‐UP

***Describe the physical set‐up of where the cashiers process cash receipts.***

* Indicate if there is a physical barrier, a security camera, a locked door, a locked cash box.

## Section III - SAFE/OTHER(Describe)

***Indicate if there is a safe in your department. If there is not a safe, indicate how receipts are secured (ex. locked file cabinet) and describe its security measure.***

* Describe where the safe is located.
* Describe how the safe is locked. (e.g., by combination, key, etc.)
* Indicate how access to the safe is limited and who has access.
* Describe what is kept in the safe and how often it is inventoried and organized.
* Indicate how often the safe combination is changed. (e.g., after each change in staff with access to combination)

## SECTION IV - SEPARATION OF DUTIES

***Describe how responsibilities are separated between employees. If you have only two people in the department, explain how one person performs key tasks that are then reviewed by the other person.***

* Describe the checks and balances that are in place to safeguard assets.
* Identify who records checks that are received in the mail.
* Identify who prepared the bank deposit of these checks.
* Identify who fills out the receipt that is given to the customer.
* Identify who reviews and initials the deposit.

## SECTION V - CASH RECEIPTING SYSTEM

***Describe the particular system you use to receipt cash (POS, Banner, Cash Register or Receipt Book)***

* Identify the system used.
* Describe the end of shift balancing procedure that you utilize.
* If there are multiple cashiers. Explain how each is responsible for their own “drawer/bank”.

## SECTION VI - RECEIPT BOOKS

***Indicate if a Receipt Book is utilized.***

* Indicate how each part of the receipt is distributed.
* Indicate the retention policy. (where kept, how long, annual inventory)

## SECTION VII - BANK DEPOSITS

***Indicate who prepares the bank deposit and who approves it.***

* Indicate how often the bank deposit is prepared. (e.g., Daily at 2:00 PM)
* Indicate if a Public Safety escort is utilized.
* Explain what records are kept as backup to the bank deposit. (e.g., copy of receipt, check copies, other supporting documentation)
* Describe the filing system for the bank deposit. (e.g., a manila folder for every month of the fiscal year)
* Indicate where the bank deposit is taken and what time. (e.g., the bank deposit is picked up at 2:30 daily by Loomis)

## SECTION VIII - RECONCILIATION

***Identify who performs reconciliations of the amounts collected with the amount deposited and posted in Banner.***

* Describe the end of shift balance procedure that you utilize.
* If there are multiple cashiers. Explain how each is responsible for their own “drawer/bank”.

## SECTION IX - CREDIT CARDS

***(****REMEMBER: Contact the University eCommerce Manager* ***prior*** *to purchasing any receipting software or contracting with a third party for credit card processing)*

***Indicate if Credit Cards are accepted for payment in your department.***

* If credit cards are accepted, describe the process. (e.g., students are directed to pay via a website, a third party processes the credit cards, Touchnet Market place is used, the department cashier

swipes the credit card)

* Indicate where credit card records are stored and the security measures implemented to protect a student’s identity. (e.g., credit card records destroyed after processing, the records are stored in a

locked drawer, etc.)

## SECTION X - REPORTS/FORMS

***Indicate which forms/reports/logs are maintained for cash receipting purposes.***

* Attach sample copies of the forms/reports/logs that you use.

## SECTION XI - OTHER

**Describe any other information unique to your department's cash receipting practices.**

Click here to enter text.

## SIGNATURES:

**PREPARED BY: DATE:**

**DEPARTMENT HEAD: DATE:**