

CASH/CHECK DEPOSIT PROCEDURES – DESK GUIDE

1.	Collect cash and checks	<ul style="list-style-type: none">• Cash handlers must be authorized• Acceptable form of receipt must be used• Checks/Money Orders must be made payable to “University of Houston”• Checks must be endorsed immediately upon receipt (or when drawers are balanced) with a UH deposit stamp ordered from the Treasurer’s Office. All stamps must say “for deposit only”.• Checks and cash must be physically safeguarded and stored until submitted for deposit.• Funds totaling \$100 or more must be deposited within one working day of receipt. Funds less than \$100 must be deposited within five working days of receipt.• Review SAM 03.F.7 policy and procedures for handling cash activities within the University of Houston System.
2.	Prepare non-remote checks for deposit	<ul style="list-style-type: none">• Remove remittance advices from checks• Write each check (check number and amount) on the deposit ticket<ul style="list-style-type: none">○ deposit tickets hold 28 checks; if the department regularly deposits in excess of 28 checks, contact the Treasurer’s Office to obtain a check scanner that will deposit checks as credit card receipts• Endorse checks (if not done at time of receipt) with a UH deposit stamp ordered from the Treasurer’s Office. All stamps must say “for deposit only”.• Scan or photo-copy checks (must block bank account and routing numbers)• Refer to number 11 to prepare journal

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3.	<p>Prepare remote checks for deposit</p> <p>Refer to JPM Chase - Remote Check Capture & User Guide</p>	<ul style="list-style-type: none">• Remove remittance advices from checks• Log in to JP Morgan Access Online• From the J.P. Morgan Access® homepage, click the Receivables tab.• Hover over the Receivables tab and select Capture Transaction (Deposit cutoff time displays).• When you select Capture Transactions, the system will automatically check that you have your scanner driver and scan software installed. If the system does not detect the driver and/or scan software, a message will be displayed asking you to complete the installation. Follow the on-screen instructions, as needed.• Select the Program from the dropdown menu.• Select Capture Type.• Select Group – ULID assigned for Division/College• Enter the Expected total amount and enter the Expected total amount.• Enter ULID as Batch Number<ul style="list-style-type: none">○ Checks can be added to one batch number throughout the day.○ Only submit one batch at the end of the day.○ The same batch number CANNOT be used more than once a day.• Load check(s) in the scanner (make sure the scanner is on). You can scan up to 999 transactions in a single batch—scanning 50 items at a time.• Feed checks WITHOUT stubs• Click the Scan button when ready.• The scanner will begin imaging both sides of the checks.• Once all items have been scanned, the first item will show up for review. <p>Important: Users need to validate that each image is correctly identified, clear, and aligned. The MICR line of the check must be visible so that the check can be cleared. Users must manually enter information that was not captured correctly if needed by reviewing the checks to ensure they are valid.</p> <ul style="list-style-type: none">• Items successfully captured will display a green checkmark icon; those that require action will display a red warning icon. To fix the error, review the error message for specific details; check misfeed, connection issues or unreadable check. Open the scanner; straighten bent edges or smooth out folds for misfeeds, ensure check is inserted properly for unreadable checks; verify all cables are properly connected for connection issues; restart scanner and rescan checks.• Click Save & Continue to automatically advance to the next item that requires action.• Click Submit—then select Yes to submit the batch for deposit.
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	<p>Once submitted, you will receive a success message and will have the option to view/print the Submission Confirmation Report. Make sure to print the confirmation report for supporting documentation of your journal.</p> <p>Deposits may be submitted 24 hours a day, 7 days a week.</p> <p>After transferring items through Remote Capture, retain the checks for 14 days and then shred.</p>
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4.	<p>Prepare cash for deposit</p>	<ul style="list-style-type: none"> • Coins must be rolled unless there are less coins than required • Deposit tickets have a worksheet for bills and coins on the back of the white copy that can be used to organize deposits, but does not have to be used
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5.	<p>Prepare Cash Deposit Form The form has two sections. The first is for cash and requires listing all types of currency and quantity. The second is for checks and requires an individual listing of all checks. Cash Deposit Summary Form must have the Department ID, Department Name, Bag Number, and Journal ID as well as the signature of <u>both</u> persons verifying the deposit.</p> <p>Cash Deposit Summary Form can be found: https://www.uh.edu/office-of-finance/forms/uh-cash-deposit-summary-form---excel.xlsx</p>	<div style="text-align: center;"> <p>University of Houston Cash Deposit Summary Form</p> </div> <p>DeptID: <u>H0169</u> Dept Name: <u>Treasurer's Office</u> Bag or Ref #: <u>EE05840937</u> Journal ID: <u>0004353910</u></p> <p>CASH</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Currency:</th> <th style="text-align: right;">Extended Total</th> </tr> </thead> <tbody> <tr><td><u>0</u> x \$100 Bills</td><td style="text-align: right;">0.00</td></tr> <tr><td><u>2</u> x \$50 Bills</td><td style="text-align: right;">100.00</td></tr> <tr><td><u>5</u> x \$20 Bills</td><td style="text-align: right;">100.00</td></tr> <tr><td><u>7</u> x \$10 Bills</td><td style="text-align: right;">70.00</td></tr> <tr><td><u>3</u> x \$5 Bills</td><td style="text-align: right;">15.00</td></tr> <tr><td><u>0</u> x \$2 Bills</td><td style="text-align: right;">0.00</td></tr> <tr><td><u>14</u> x \$1 Bills</td><td style="text-align: right;">14.00</td></tr> <tr><td colspan="2" style="text-align: right;">Currency Total</td></tr> <tr><td colspan="2" style="text-align: right;"><u>\$299.00</u></td></tr> </tbody> </table> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Rolled Coins:</th> <th></th> </tr> </thead> <tbody> <tr><td><u>0</u> Quarters (\$10)</td><td style="text-align: right;">0.00</td></tr> <tr><td><u>1</u> Dimes (\$5)</td><td style="text-align: right;">5.00</td></tr> <tr><td><u>0</u> Nickels (\$2)</td><td style="text-align: right;">0.00</td></tr> <tr><td><u>0</u> Pennies (\$0.50)</td><td style="text-align: right;">0.00</td></tr> <tr><td colspan="2" style="text-align: right;">Rolled Coins Total</td></tr> <tr><td colspan="2" style="text-align: right;"><u>\$5.00</u></td></tr> </tbody> </table> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Loose Coins:</th> <th></th> </tr> </thead> <tbody> <tr><td><u>0</u> Dollars (\$1)</td><td style="text-align: right;">0.00</td></tr> <tr><td><u>0</u> Halves (\$0.50)</td><td style="text-align: right;">0.00</td></tr> <tr><td><u>3</u> Quarters (\$0.25)</td><td style="text-align: right;">0.75</td></tr> <tr><td><u>1</u> Dimes (\$0.10)</td><td style="text-align: right;">0.10</td></tr> <tr><td><u>1</u> Nickels (\$0.05)</td><td style="text-align: right;">0.05</td></tr> <tr><td><u>4</u> Pennies (\$0.01)</td><td style="text-align: right;">0.04</td></tr> <tr><td colspan="2" style="text-align: right;">Loose Coins Total</td></tr> <tr><td colspan="2" style="text-align: right;"><u>\$0.94</u></td></tr> </tbody> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;">Total Cash</td> <td style="text-align: right;"><u>\$304.94</u></td> </tr> </table>	Currency:	Extended Total	<u>0</u> x \$100 Bills	0.00	<u>2</u> x \$50 Bills	100.00	<u>5</u> x \$20 Bills	100.00	<u>7</u> x \$10 Bills	70.00	<u>3</u> x \$5 Bills	15.00	<u>0</u> x \$2 Bills	0.00	<u>14</u> x \$1 Bills	14.00	Currency Total		<u>\$299.00</u>		Rolled Coins:		<u>0</u> Quarters (\$10)	0.00	<u>1</u> Dimes (\$5)	5.00	<u>0</u> Nickels (\$2)	0.00	<u>0</u> Pennies (\$0.50)	0.00	Rolled Coins Total		<u>\$5.00</u>		Loose Coins:		<u>0</u> Dollars (\$1)	0.00	<u>0</u> Halves (\$0.50)	0.00	<u>3</u> Quarters (\$0.25)	0.75	<u>1</u> Dimes (\$0.10)	0.10	<u>1</u> Nickels (\$0.05)	0.05	<u>4</u> Pennies (\$0.01)	0.04	Loose Coins Total		<u>\$0.94</u>		Total Cash	<u>\$304.94</u>
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7.	<p>Obtain independent verification of the deposit by a second person who is authorized to handle cash.</p>	<ul style="list-style-type: none"> • Recount cash, coin, and checks • Confirm that cash and coin totals are correct and recorded on deposit ticket accurately • Confirm that checks are all listed separately on the Deposit Ticket accurately and total correctly • Confirm that the Deposit Bag number is written above the account number on the deposit ticket • Confirm that the Deposit Summary form is complete for cash • Confirm that the Deposit Summary form is complete for checks • Sign the Deposit Summary form(s)
8.	<p>Place cash and checks in Deposit Bag with Deposit Ticket and seal Deposit Bag. Both cash verifiers must be present. Because bag is being sealed, cash verification must have already occurred. Deposit Bags must be see-through, and be purchased through the Cashier’s Office.</p>	<p>Deposit Bags may contain only:</p> <ul style="list-style-type: none"> • Cash • Small amounts of loose coins (or rolled coins) for the deposit • Checks • One original deposit ticket <p>DEPOSIT BAGS CONTAINING ADDITIONAL ITEMS INSIDE WILL BE RETURNED TO THE DEPARTMENT FOR RE-PROCESSING.</p>

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9.	<p>Complete the Deposit Bag:</p> <ul style="list-style-type: none"> • TO: JPMC • From: Department Name as shown on the Deposit Ticket, with Deposit Ticket Department Number • Date: The date the deposit was placed in the Deposit Bag • Signature: Initials of both deposit verifiers • Deposit List: <ul style="list-style-type: none"> ○ Line 1: Cash (currency) Amount ○ Line 2: Coin Amount ○ Line 3: Check Amount (total, do not list checks separately) 	<div style="background-color: #e0f0ff; padding: 5px; border: 1px solid #ccc;"> <p>1) Use ball point pen to complete the information in the area provided prior to loading the bag. 2) Indicate BAG NUMBER on the transmittal/deposit sheet and insert with contents. 3) Remove and save tear-off receipt. 4) Place on flat surface and remove yellow release liner from adhesive area. 5) Press blue tape down firmly across length of bag for firm seal.</p> </div> <div style="text-align: center; margin-top: 10px;"> <p>NOTE: "FROM" Information MUST be filled in</p> <p>FROM: <u>Treasury</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>TO: <u>JPMC</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>SAID TO CONTAIN \$ <u>304.94</u> ACCOUNT # <u>Th</u></p> <p>SIGNATURE: <u>D. Price</u></p> <p>DATE: <u>9/30/24</u> FACILITY: _____</p> <p>1: \$ <u>299.00</u> 4: \$ _____</p> <p>2: \$ <u>5.00</u> 5: \$ _____</p> <p>3: \$ <u>0.94</u> 6: \$ _____</p> </div>
10.	<p>Remove the Confirmation Strip from the Deposit Bag and retain as part of your documentation.</p> <ul style="list-style-type: none"> • Date: The date the deposit was placed in the Deposit Bag • Amount: The total amount of the deposit • Signature: Initials of both deposit verifiers 	<div style="text-align: right; margin-bottom: 20px;"> <p>EEO5840937</p> </div> <p style="text-align: center;"><i>Remove this tear-off receipt BEFORE sealing bag.</i></p> <p>DATE: <u>9/30/24</u></p> <p>AMOUNT: <u>304.94</u></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: right;"> <p>Signature: <u>S.Price</u></p> </div> <div style="text-align: right;"> <p>Signature: <u>MM</u></p> </div> </div>


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11.	<p>Prepare Journal for Non-Remote Cash Deposit</p> <ul style="list-style-type: none"> • Cash, checks, and coins are deposited to GL Bank 10810 for UH and 10630 for UHS. Speed type for both UH and UHS is 10000. • The bag number is in the Journal Header Reference. The Deposit Bag number will exceed the number of spaces available in the Journal Header Reference line (limited to 8 characters). Truncate from the beginning of the bag number (ex: Deposit Bag number is EE05840937, Journal Header Reference is 05840937) • The Bank account 10810(UH) or 10630(SYS) journal line description contains the 5-Digit ULID from the deposit slip, the date the cash was placed in the deposit bag, and the PS Department ID. <ul style="list-style-type: none"> ○ Example: ○ <u>10169 – H0169 - 09/30/24</u> <p>If you don't know your ULID, please contact Treasury: treasury@Central.UH.EDU</p> <ul style="list-style-type: none"> • Upload Journal support, which includes: <ul style="list-style-type: none"> ○ Copy of the Deposit Ticket ○ Copy of the signed Cash Deposit Summary Form ○ Cash register/sales system report or receipts, if applicable 	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Header BU: 00730</td> <td style="width: 33%; text-align: center;">University of Houston System</td> <td style="width: 33%; text-align: right;">Run Date: 09/23/2024</td> </tr> <tr> <td>Fiscal Year: 2025</td> <td style="text-align: center;">JOURNAL ENTRY DETAIL</td> <td style="text-align: right;">Run Time: 09:41:43</td> </tr> <tr> <td>Acctg Period: 1</td> <td></td> <td></td> </tr> </table> </div> <p>Journal ID: 0004353910 Reversal: None Ledger: ACTUALS</p> <p>Date: 09/30/2024 Reversal Date: Group:</p> <p>Source: ACC Budget Adjust Actuals Post Date:</p> <p>Header Ref: 05840937 Type:</p> <p>Description: Record Cash Deposit for services rendered Edit / Hdr Status: Valid BCM Status: Valid</p> <p style="text-align: right;">BCM: N</p> <p style="text-align: right;">Bypass:</p> <hr/> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Line #</th> <th>Account</th> <th>Line BU</th> <th>Fund</th> <th>DeptId</th> <th>Prog</th> <th>Bdgt Ref.</th> <th>Project</th> <th>Line Ref</th> <th>Chart.1</th> <th>Line Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10810</td> <td>00730</td> <td>BANK</td> <td></td> <td></td> <td>BP2025</td> <td></td> <td></td> <td></td> <td>10169 - H0169 - 9/30/24</td> <td>304.94</td> </tr> <tr> <td>2</td> <td>43600</td> <td>00730</td> <td>2080</td> <td>H0169</td> <td>G0146</td> <td>BP2025</td> <td>NA</td> <td></td> <td></td> <td>SERVICES RENDERED</td> <td>-304.94</td> </tr> <tr> <td>3</td> <td>10100</td> <td>00730</td> <td>BANK</td> <td></td> <td></td> <td>BP2025</td> <td></td> <td></td> <td></td> <td>CLAIM ON CASH</td> <td>-304.94</td> </tr> <tr> <td>4</td> <td>10100</td> <td>00730</td> <td>2080</td> <td></td> <td></td> <td>BP2025</td> <td></td> <td></td> <td></td> <td>CLAIM ON CASH</td> <td>304.94</td> </tr> </tbody> </table>	Header BU: 00730	University of Houston System	Run Date: 09/23/2024	Fiscal Year: 2025	JOURNAL ENTRY DETAIL	Run Time: 09:41:43	Acctg Period: 1			Line #	Account	Line BU	Fund	DeptId	Prog	Bdgt Ref.	Project	Line Ref	Chart.1	Line Description	Amount	1	10810	00730	BANK			BP2025				10169 - H0169 - 9/30/24	304.94	2	43600	00730	2080	H0169	G0146	BP2025	NA			SERVICES RENDERED	-304.94	3	10100	00730	BANK			BP2025				CLAIM ON CASH	-304.94	4	10100	00730	2080			BP2025				CLAIM ON CASH	304.94
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12. Prepare Journal for **Cash and Remote Check Deposit**

- Cash, checks, and coin are deposited to GL Bank 10810 for UH and 10630 for UHS.
 - **The bag number is in the Journal Header Reference.** The Deposit Bag number will exceed the number of spaces available in the Journal Header Reference line (limited to 8 characters). Truncate from the beginning of the bag number (ex: Deposit Bag number is EE05840937, Journal Header Reference is 05840937)
 - **Non-remote deposit:** The Bank (account 10810 or 10630) journal line description contains the 5-Digit ULID from the deposit slip, the date the cash was placed in the deposit bag, and the PS Department ID.
 - Example:
 - **10169 - H0169 - 09/30/24**
 - If you don't know your ULID, please contact Treasury: treasury@central.uh.edu
 - **Remote Deposit:** The Bank account 10810 (UH) or 10630 (UHS) journal line description contains RCD, 5-Digit ULID, the date the check was scanned, and the PS Department ID
 - Example:
 - **RCD -10169 - H0169 - 09/30/24**
 - Upload Journal support, which includes:
 - Copy of the Deposit Ticket
 - Copy of the signed Cash Deposit Summary Form
 - Copy of Submission Confirmation Receipt with status of "Deposited" ONLY report from JP Morgan Chase.
- Cash register/sales system report or receipts, if applicable

 Header BU: 00730 Fiscal Year: 2025 Acctg Period: 1	University of Houston System JOURNAL ENTRY DETAIL	Run Date: 09/23/2024 Run Time: 01:08:05
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Journal ID: 0004353910	Reversal: None	Ledger Group: ACTUALS
Date: 09/30/2024	Reversal Date:	Created By: 1139192 Chavarria,Cristal
Source: ACC	Budget Adjust Type: Actuals	Post Date:
Header Ref: 05840937	Edit / Hdr Status: Valid	BCM Status: Valid
Description: Record Cash Deposit for services rendered		BCM Bypass: N

Line #	Account	Line BU	Fund	DeptId	Prog	Bdgt Ref.	Project	Line Ref	Chart.1	Line Description	Amount
1	10810	00730	BANK			BP2025				10169 - H0169 - 9/30/24	304.94
5	10810	00730	BANK			BP2025				RCD - 10169 - H0169 - 9/30/24	23,323.00
7	43600	00730	2080	H0169	G0146	BP2025	NA			SERVICES RENDERED	-23,627.94
8	10100	00730	BANK			BP2025				CLAIM ON CASH	-23,627.94
9	10100	00730	2080			BP2025				CLAIM ON CASH	23,627.94

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13.	<p>Submit the Journal through workflow path 2 (Dept/College/Division – Stu Fin – Accounting Office) to obtain the Departmental Approval (approval level 2).</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="background-color: #4F81BD; color: white; margin: 0; padding: 2px;">Route To</p> <p style="margin: 5px 0 0 20px;">*Please select the appropriate approval path:</p> <p style="margin: 5px 0 0 20px;"><input type="radio"/> Dept/Coll/Div - Accounting Office</p> <p style="margin: 5px 0 0 20px;"><input checked="" type="radio"/> Dept/Coll/Div - Stu Fin - Accounting Office</p> <p style="margin: 5px 0 0 20px;"><input type="radio"/> Dept/Coll/Div - OCG - Accounting Office</p> </div>																																																																																																																						
14.	<p>Prepare Journal for Remote Check Deposit</p> <p>Use this only if only have remote checks</p> <ul style="list-style-type: none"> Checks are deposited to GL Bank 10810 for UH and 10630 for UHS. The 5-Digit ULID is the Journal Header Reference. The Bank (account 10810 or 10630) journal line description contains RCD, the 5-Digit ULID, the date the check was scanned, and the PS Department ID. <ul style="list-style-type: none"> Example: <ul style="list-style-type: none"> RCD – 10087 – H0087 – 8/15/24 Upload Journal support, which includes: <ul style="list-style-type: none"> Copy of Submission Confirmation Receipt from JP Morgan Chase with status of “Deposited” ONLY Copy of the signed Cash Deposit Summary Form <p>Cash register/sales system report or receipts, if applicable</p> <p>Important:</p> <ul style="list-style-type: none"> Checks with a status of “Rejected” must be re-scanned and must use the same Batch Number that was originally used on the deposit day. Do not submit a Submission Confirmation Receipt as journal back up if it includes checks with any status other than “Deposited”. 	<div style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"> Header BU: 00730</td> <td style="text-align: center;">University of Houston System</td> <td style="text-align: right;">Run Date: 08/20/2024</td> </tr> <tr> <td style="text-align: center;">Fiscal Year: 2024</td> <td style="text-align: center;">JOURNAL ENTRY DETAIL</td> <td style="text-align: right;">Run Time: 03:08:49</td> </tr> <tr> <td style="text-align: center;">Acctg Period: 12</td> <td></td> <td></td> </tr> </table> <p style="margin-top: 10px;">Journal ID: 0004339298 Reversal: None Ledger: ACTUALS</p> <p>Date: 08/20/2024 Reversal Date: Group:</p> <p>Source: ACC Budget Adjust: Actuals Created By: 0982952 Davila Sanchez,Monica</p> <p>Header Ref: 10087 Type: ActualsPost Date:</p> <p>Edit / Hdr Status: Valid BCM Status: Valid</p> <p>Description: Check deposit for various COMD SLP clinic services BCM Bypass: N</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Line #</th> <th style="text-align: left;">Account</th> <th style="text-align: left;">Line BU</th> <th style="text-align: left;">Fund</th> <th style="text-align: left;">DeptId</th> <th style="text-align: left;">Prog</th> <th style="text-align: left;">Bdgt Ref.</th> <th style="text-align: left;">Project</th> <th style="text-align: left;">Line Ref</th> <th style="text-align: left;">Chart.1</th> <th style="text-align: left;">Line Description</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>43600</td> <td>00730</td> <td>2078</td> <td>H0087</td> <td>C3669</td> <td>BP2024</td> <td>NA</td> <td></td> <td></td> <td>SearchHomelessService</td> <td style="text-align: right;">-426.66</td> </tr> <tr> <td>2</td> <td>43600</td> <td>00730</td> <td>2078</td> <td>H0087</td> <td>C3669</td> <td>BP2024</td> <td>NA</td> <td></td> <td></td> <td>SearchHomelessService</td> <td style="text-align: right;">-213.33</td> </tr> <tr> <td>3</td> <td>10810</td> <td>00730</td> <td>BANK</td> <td></td> <td></td> <td>BP2024</td> <td></td> <td></td> <td></td> <td style="background-color: yellow;">RCD-10087-H0087-08/15/24</td> <td style="text-align: right;">639.99</td> </tr> <tr> <td>4</td> <td>10100</td> <td>00730</td> <td>2078</td> <td></td> <td></td> <td>BP2024</td> <td></td> <td></td> <td></td> <td>CLAIM ON CASH</td> <td style="text-align: right;">639.99</td> </tr> <tr> <td>5</td> <td>10100</td> <td>00730</td> <td>BANK</td> <td></td> <td></td> <td>BP2024</td> <td></td> <td></td> <td></td> <td>CLAIM ON CASH</td> <td style="text-align: right;">-639.99</td> </tr> </tbody> </table> <p style="margin-top: 10px;">Totals for Journal: 0004339298 Total Lines: 5 Total Base Debits: 1,279.98 Total Base Credits: 1,279.98</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p>Submission Confirmation Receipt</p> <p>Report Date & Time: 08/16/2024 09:12 AM CST</p> <p>Capture Type: Check(s) Only</p> <p style="background-color: yellow; margin: 5px 0 0 20px;">This Submission Confirmation receipt represents items submitted for transfer</p> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="text-align: left;">Receivables ID</th> <th style="text-align: left;">Group</th> <th style="text-align: left;">Batch Number</th> <th style="text-align: left;">Captured By</th> <th style="text-align: left;">Captured Date & Time</th> <th style="text-align: left;">Payer Routing Number</th> <th style="text-align: left;">Payer DDA</th> <th style="text-align: left;">Payment / Serial Number</th> <th style="text-align: left;">Amount</th> <th style="text-align: left;">Reference Text</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td>2823273 - RDC - UH MAIN</td> <td>10087 - H0087-UH SPEECH, LANGUAGE, AND HEARING CLINIC</td> <td>10087</td> <td>████████</td> <td>08/15/2024 04:32 PM CST</td> <td>111000753</td> <td>XXXXXXXX9120</td> <td>054714</td> <td>USD 426.66</td> <td></td> <td>Deposited</td> </tr> <tr> <td>2823273 - RDC - UH MAIN</td> <td>10087 - H0087-UH SPEECH, LANGUAGE, AND HEARING CLINIC</td> <td>10087</td> <td>████████</td> <td>08/15/2024 04:32 PM CST</td> <td>111000753</td> <td>XXXXXXXX9120</td> <td>054831</td> <td>USD 213.33</td> <td></td> <td>Deposited</td> </tr> </tbody> </table> <table style="width: 100%; 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15.	Submit the Journal through workflow path 1 (Dept/College/Division – Accounting Office) to obtain the Departmental Approval (approval level 2).	<div style="border: 1px solid black; padding: 5px;"> <p style="margin: 0;">Route To</p> <p style="margin: 5px 0 0 20px;">*Please select the appropriate approval path:</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Dept/Coll/Div - Accounting Office <input type="radio"/> Dept/Coll/Div - Stu Fin - Accounting Office <input type="radio"/> Dept/Coll/Div - OCG - Accounting Office </div>
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16.	When the Departmental Approval is obtained, print out the Journal showing the Departmental Approval and paper-clip the Journal to the Deposit Bag.	<div style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th colspan="5" style="text-align: left; padding: 2px;">Approval History</th> </tr> <tr> <th style="width: 5%;">Step</th> <th style="width: 10%;">Status</th> <th style="width: 30%;">Date Timestamp</th> <th style="width: 15%;">User ID</th> <th style="width: 40%;">Name</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0</td> <td style="text-align: center;">I</td> <td>05/06/2013 12:54 PM</td> <td>0088186</td> <td>Brandyberg, Tiffany Roschelle</td> </tr> <tr> <td style="text-align: center;">01</td> <td style="text-align: center;">A</td> <td>05/06/2013 12:55 PM</td> <td>0082994</td> <td>Drew, Margaret L</td> </tr> <tr> <td style="text-align: center;">02</td> <td style="text-align: center;">P</td> <td>05/06/2013 12:54 PM</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">03</td> <td style="text-align: center;">P</td> <td>05/06/2013 12:54 PM</td> <td></td> <td></td> </tr> </tbody> </table> <p style="margin: 0;">DEPOSITS SUBMITTED WITHOUT AN ATTACHED COPY THE JOURNAL THAT SHOWS DEPARTMENTAL APPROVAL WILL NOT BE PICKED UP BY THE UH POLICE DEPARTMENT, AND WILL BE RETURNED TO THE DEPARTMENT FOR RE-PROCESSING.</p> </div>	Approval History					Step	Status	Date Timestamp	User ID	Name	0	I	05/06/2013 12:54 PM	0088186	Brandyberg, Tiffany Roschelle	01	A	05/06/2013 12:55 PM	0082994	Drew, Margaret L	02	P	05/06/2013 12:54 PM			03	P	05/06/2013 12:54 PM		
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<p>17. Prepare the Money Transmittal Form if you have physical checks or cash deposits. Do not prepare the Money Transmittal Form if you only have checks to deposit and you have scanned them already – in that case, see section 14.</p> <p>Only one Deposit Bag can be listed per Money Transmittal Form. If multiple deposits are being submitted, separate Money Transmittal Forms must be used.</p> <p>Money Transmittal Forms must be ordered from the Cashier’s Office include contact information like email.</p> <ul style="list-style-type: none"> Bag Number: Of deposit bag Date: Date UH Police Department pick-up requested From (1st line): Department Name as shown on the Deposit Ticket, with Deposit Ticket Department Number No. Items (1st line): 1 Said To Contain (1st line): Total amount of deposit Prepared/Received (1st line): Initials of person preparing the Money Transmittal Form UHS (1st line): will be initialed by the UH Police Department representative that picks up the deposit. To (2nd line): Cashier’s Office <p>The UH Police Department representative will leave the white copy with the department.</p>	<div style="text-align: right; font-weight: bold; font-size: 1.2em;">MONEY TRANSMITTAL</div> <div style="text-align: right; margin-top: 10px;"> No 208641 BAG NUMBER <u>EE05840937</u> DATE <u>5/6/13</u> </div> <div style="text-align: center; margin-top: 20px;">  </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 20px;"> <thead> <tr> <th style="width: 25%;">OFFICE</th> <th style="width: 15%;">NO. OF ITEMS</th> <th style="width: 20%;">SAID TO CONTAIN</th> <th style="width: 20%;">PREPARED/RECEIVED</th> <th style="width: 10%;">UHS</th> <th style="width: 10%;">TIME</th> </tr> </thead> <tbody> <tr> <td>From <u>TREASURY #083</u></td> <td style="text-align: center;"><u>1</u></td> <td style="text-align: right;"><u>\$ 23,627.94</u></td> <td style="text-align: center;"><u>[Signature]</u></td> <td></td> <td></td> </tr> <tr> <td>To <u>CASHIER'S OFFICE</u></td> <td></td> <td style="text-align: center;">\$</td> <td></td> <td></td> <td></td> </tr> <tr> <td>From</td> <td></td> <td style="text-align: center;">\$</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">\$</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="margin-top: 20px; text-align: center;">MONEY TRANSMITTAL FORMS WITH MORE THAN ONE DEPOSIT ATTACHED WILL NOT BE PICKED UP BY THE UH POLICE DEPARTMENT, OR WILL BE RETURNED TO THE DEPARTMENT FOR RE-PROCESSING.</p>	OFFICE	NO. OF ITEMS	SAID TO CONTAIN	PREPARED/RECEIVED	UHS	TIME	From <u>TREASURY #083</u>	<u>1</u>	<u>\$ 23,627.94</u>	<u>[Signature]</u>			To <u>CASHIER'S OFFICE</u>		\$				From		\$						\$			
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From		\$																													
		\$																													
<p>18. Contact the UH Police Department for pickup</p> <ul style="list-style-type: none"> Change orders requests must be submitted no later than 10:00 AM 	<p>Requests for pickup can be made online at: http://uh.edu/police/transfers.html</p> <ul style="list-style-type: none"> Information requested includes: Pickup location, contact person, phone number, destination, transfer amount, and special instructions. Departments with additional questions can contact police dispatch at 713.743.0600 or Officer Wilkins at lbroussa@central.uh.edu Requests must be submitted by 2:30 PM if same day service is needed. Requests received after 2:30 PM will be picked up the next day. Deposits must be in the Cashier’s Office by 1:30 PM in order to be transported to the bank on that day. 																														

CASH/CHECK DEPOSIT PROCEDURES – DESK GUIDE

19.	Retain deposit documentation for six months	<ul style="list-style-type: none"> • Scans or copies of checks (must block bank account and routing numbers) • Copy of Deposit Ticket • Copy of Money Transmittal Form • Signed copy of Cash Deposit Summary Form • Copy of Journal showing Departmental Approval • Confirmation Strip from Deposit Bag • Cash register/sales system report or receipts, if applicable
20.	<p>When cash is transported to the Cashier’s Office by the UH Police Department, the Cashier’s Office will:</p> <ul style="list-style-type: none"> • Confirm that the deposit contains all required documentation <ul style="list-style-type: none"> ○ Cash, coin, checks and one copy of the Deposit Ticket in the Deposit Bag ○ Journal showing Departmental Approval attached to the deposit bag ○ Money Transmittal Form for a single deposit • If all documentation is submitted with the deposit, The Cashier’s Office will: <ul style="list-style-type: none"> ○ Log the Deposit Bag ○ Approve the Journal in PS Finance ○ Submit the Deposit Bag for pick-up by the courier 	<p>INCOMPLETE OR INCORRECTLY PREPARED DEPOSITS WILL BE RETURNED TO THE DEPARTMENT FOR RE-PROCESSING.</p>
21.	<p>Personnel submitting incorrectly prepared or complete cash deposits and deposit journals may:</p> <ul style="list-style-type: none"> • Be required to re-take the on-line Cash Security Procedures, Cash Deposit and Security Procedures, Petty Cash and Change Fund, or the class-room based GL Journal Entry training courses. • Have change and/or petty cash fund approval revoked. • Have Cash Handling approval revoked. 	

CASH/CHECK DEPOSIT PROCEDURES – DESK GUIDE

22.	<p>General Accounting will review all Journals submitted and confirm:</p> <ul style="list-style-type: none"> • Cash amount per Journal agrees to amount per Deposit Ticket • Cost center and revenue account appear accurate • Supporting documentation contains <ul style="list-style-type: none"> ○ Copy of the Deposit Ticket ○ Copy of the signed Cash Deposit Summary Form ○ Cash register/sales system report or receipts, if applicable ○ May include a copy of a 1074 report if the deposit is made to credit non-revenue GL Account. <p>Once these items are confirmed, Journals will be posted</p>	<p>Journals with errors or incomplete support will be denied back to the department. If a Journal is denied back to the department, select Path 1 instead of Path 2 when resubmitting the Journal to General Accounting. This is because there is no longer a cash deposit to be processed with the journal.</p>
23.	<p>Contacts for questions</p>	<p>General Accounting Phone# 713-743-7567 genacctg@Central.UH.EDU</p> <p>Student Financial Services Phone # 832-842-9127 bursar@uh.edu</p> <p>Treasury Phone# 713-743-3986 Treasury@central.uh.edu</p>