

FN 03 UNIVERSITY OF PITTSBURGH PROCEDURE (formerly 05-06-02)

CATEGORY: FINANCIAL AFFAIRS
SECTION: Funds Management
SUBJECT: Cash Reports
EFFECTIVE DATE: August 25, 1989
PAGE(S): 6

PROCEDURE

I. PURPOSE

To describe the procedure for recording and processing cash, checks, money orders, and credit card payments received by any University unit or individual for deposit and credit to University accounts.

To provide instructions and guidelines for the following:

1. Preparation and use of the Cash Report.
2. Requesting permission from the Comptroller to deposit cash receipts in a deposit account, directly in the bank.
3. Requesting permission from the Treasurer to deposit credit card receipts in a deposit account, directly in the bank.

II. SCOPE

A. Cashier's Office Deposits

All cash receipts received by any University unit or individual are deposited in the Cashier's Office, except as indicated in Paragraph II. B., shown below.

All credit card payments received by any University unit or individual are deposited in the Cashier's Office, except as indicated in Paragraph II. B., shown below.

B. Direct Deposits to a Bank

Cash receipts received by the Cashier's Offices at the regional campuses and units authorized by the Comptroller, are deposited directly to a University deposit account in the bank. See Paragraph IV. F., for processing these types of funds.

Credit card payments received by University units authorized by the Treasurer are deposited directly to a University deposit account in the bank. See Paragraph IV. F., for processing these types of receipts.

C. Exceptions to Depositing Receipts in the Cashier's Office

University units that can justify a need to deposit cash receipts directly in the bank because of processing large amounts of cash and/or frequency of deposit activity may request authorization from the Comptroller by submitting a memorandum to the Office of the Comptroller in accordance with the guidelines provided in Paragraph IV. G. University units that can justify the direct deposit of credit card payments may request authorization from the Treasurer by submitting a memorandum to the Office of the Treasurer in accordance with the guidelines provided in Paragraph IV. H.

D. Endorsement of Checks Made Payable to the University of Pittsburgh

In accordance with the **Expedited Funds Availability Act**, the Federal Reserve System has initiated regulations that restricts the area of placement of the endorsement of the Cashier's Office stamp. Refer to Policy and Procedure 05-06-04, Processing and Endorsement of Checks, for specific requirements and procedures for proper endorsement.

III. **DEFINITIONS**

Restrictive Endorsement - The method of affixing an endorsement to a check or money order using a rubber stamp to limit its use to deposit in a University bank account. The endorsement must include the words **FOR DEPOSIT ONLY**, and the unit name.

IV. **PROCEDURE**

A. Preparing and Submitting Cash Reports

The procedure following provides information for the preparation of Cash Reports for cash receipts, which includes paper currency, coin, checks, and money orders. The procedure for preparation of the Cash Report for credit card receipts is identical to that shown for cash, except that credit card receipts must be shown on a **separate** Cash Report.

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| Originating Unit | <ol style="list-style-type: none">1. Balance the funds received.2. Sort paper money by denominational value.3. Count and wrap large amounts of coin; place small amounts of coin in an envelope, indicating the amount.4. Properly endorse all checks by placing the unit restrictive endorsement on the back of each check or money order. <p>NOTE: See information above for requirements and procedures for endorsement of checks.</p> <ol style="list-style-type: none">5. Prepare an adding machine tape of the checks and money orders, sort the checks in the same order as on the tape, and attach the tape to the checks.6. Prepare a Cash Report, FORM 0012 (Exhibit A), following the instructions provided in the Form Instruction Guide.7. Prepare a separate Cash Report for credit card receipts. Prepare an adding machine tape, sort the receipts in the same order as on the tape, and attach the tape to the receipts, all as indicated above for cash receipts.8. Attach the cash, endorsed checks, money orders, and the adding machine tape to the Cash Report.9. Deliver the Cash Report and receipts to the Cashier's Office for verification of receipts and validation of deposit. |
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NOTE: Cash Reports, receipts, and supporting documents must be hand-carried to the Cashier's Office by a University employee of the originating area. Escort service is available from the University Department of Public Safety upon request.

B. Verification of Receipts and Validation of Deposit

Cashier's Office

1. While the unit representative is present, verify that all required entries have been completed in the appropriate format on the Cash Report.
2. Count the cash and verify that the total agrees with the amount shown in the **CASH** section of the Certification by Originator block. Similarly, verify all credit card receipts shown on separate Cash Reports.
3. Verify that the Cash Report entries equal the listed **TOTAL**.
4. Verify that the adding machine tape is attached to the checks or money orders bearing the restrictive endorsement.
5. Verify that the total shown on the adding machine tape agrees with the amount entered in the **CHECKS AND MONEY ORDERS** section of the Certification by Originator block.
6. If any calculated amount differs with the Cash Report entries; return the Cash Report, the receipts, and supporting documents to the unit representative for correction.
7. Complete the **VERIFICATION OF RECEIPT** section of the Cash Report:
 - a. Obtain the unit representative's signature
 - b. Sign the form and enter the date and time
 - c. Validate the form with the Cashier's stamp on the original (white) and the second copy (pink)
8. Return the second copy (pink) to the unit representative.
9. Forward the cash receipts, the original (white) and the first copy (canary) of the Cash Report, and the adding machine tape to Deposit Services.

C. Preparation of the Deposit Package For Deposit In the Bank

Deposit Services
(Cashier's Office)

1. Recount the currency and coin.

2. Verify that all required entries, endorsements, and signatures have been completed on each check or money order.
3. Verify that the total amount in checks and/or money orders equals the submitted unit tape.
4. If any check or money order cannot be processed for deposit, or an incorrect amount was entered, indicate an adjusting entry on the Cash Report to debit or credit the appropriate account.
5. Prepare a Deposit Ticket.
6. Complete the **VERIFICATION OF DEPOSIT** section of the Cash Report, which includes:
 - a. The amount deposited
 - b. Date of the deposit
 - c. Bank Identification Code
 - d. Signature of person preparing the Deposit Ticket
7. Validate with the validation stamp in the **CASHIER'S STAMP** section of the first copy (canary).
8. Affix the University endorsement, batch the checks and money orders, and attach the first copy (canary) of the Cash Report.
9. Make a copy of any check or money order in question and the form letter sent to originating unit for the files; send originals to the unit.
10. Prepare a Summary of Deposits when the validated deposit ticket is returned from the bank.
11. Forward the Summary of Deposits and the original (white) of the Cash Report, together with all supporting documents and a copy of the validated bank deposit tickets to General Accounting.

D. Direct Deposits by the Regional Campuses

Originating Unit

1. Prepare a Cash Report as previously described.
2. Hand carry cash receipts and deposit tickets to the designated bank.
3. Complete the **VERIFICATION OF DEPOSIT** section indicating the actual date of deposit.
4. Forward the original (white) and the first copy (canary)

of the Cash Report, all supporting documents, and validated bank deposit slip to General Accounting.

5. Retain the second copy (pink) of the Cash Report for file.

E. Direct Deposits by Authorized Units

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| Originating Unit | <ol style="list-style-type: none">1. Prepare a Cash Report as previously described.2. Hand carry cash receipts and deposit tickets to the designated bank.3. Complete the VERIFICATION OF DEPOSIT section indicating the actual date of deposit.4. Forward the original (white) and the first copy (canary) of the Cash Report, all supporting documents, and validated bank deposit slip to General Accounting.5. Retain the second copy (pink) of the Cash Report for file. |
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F. Direct Deposits of Credit Card Payments by Authorized Units

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| Originating Unit | <ol style="list-style-type: none">1. Prepare a Cash Report as previously described.2. Hand carry bank copy of credit card payments and Merchant Summary slips to the designated bank.3. Complete the VERIFICATION OF DEPOSIT section indicating the actual date of deposit.4. Forward the original (white) and the first copy (canary) of the Cash Report, all supporting documents, and the validated bank deposit receipt to the Cashier's Office.5. Retain the second copy (pink) of the Cash Report for file. |
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G. Requesting Authorization From the Comptroller For Direct Deposit In The Bank

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| Originating Unit | <ol style="list-style-type: none">1. Prepare and submit a memorandum to the Office of the Comptroller requesting authorization to deposit cash, checks, and money orders directly in the bank. Include the justification for direct deposit in the memorandum, e.g.,:<ol style="list-style-type: none">a. The frequency of deposits necessitates direct depositb. The processing of large amounts of cash, and/or money orders necessitates direct depositc. Any other extenuating circumstances considered to warrant direct deposit |
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| | 2. | Forward the memorandum to the responsibility center head for signature. |
| | 3. | Forward the signed memorandum to the Office of the Comptroller for review and approval. |
| Office of the Comptroller | 4. | Review the request for appropriate justification and return a response to the originator with the result of the determination; whether approved or disapproved. |
| Originating Unit | 5. | If approved, refer to paragraph IV. E. for the procedure on direct deposits. |
| | 6. | If disapproved, refer to paragraph IV. A. |
- H. Requesting Authorization From the Treasurer for Direct Deposit of Credit Card Receipts
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| Originating Unit | 1. | Prepare and submit a memorandum to the Office of the Treasurer requesting authorization to deposit credit card receipts directly in the bank. Include the justification for such requests. |
| | 2. | Forward the memorandum to the responsibility center head for signature. |
| | 3. | Forward the memorandum to the Office of the Treasurer for review and approval. |
| Office of the Treasurer | 4. | Review the request for appropriate justification and return a response to the originator with the result of the determination; whether approved or disapproved. |
| Originating Unit | 5. | If approved, refer to paragraph IV. E. for the procedure on direct deposits. |
| | 6. | If disapproved, refer to paragraph IV. A. |

V. EXHIBITS

Exhibit A - FORM 0012, Cash Report
Form Instruction Guide

VI. REFERENCE

Policy 05-06-02, Cash Reports

Policy 05-06-03, Disbursement Requests