EAST CAROLINA UNIVERSITY
Cash Receipting – Template for Writing Department Procedures

DEPARTMENT: Click here to enter text.

Section I
OVERVIEW
In this section describe the following:

• Indicate the manner in which cash receipting is done. (i.e., 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. (i.e., 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
In this section 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)
In this section 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. (i.e. 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. (i.e. after each change in staff with access to combination)

SECTION IV
SEPARATION OF DUTIES
In this section 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 prepares 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
In this section describe the particular system you use to receipt cash (POS, Banner, Cash Register or Receipt Book)

• 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
In this section 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
In this section indicate who makes up the bank deposit and who approves it.
- Indicate how often the bank deposit is prepared. (ex. Daily at 2:00 pm)
- Indicate if a Public Safety escort is utilized.
- Explain what records are kept as backup to the bank deposit. (i.e., copy of receipt, check copies, other supporting documentation)
- Describe the filing system for the bank deposit. (ex. a manila folder for every month of fiscal year)
- Indicate where the bank deposit is taken and what time. (ex. the bank deposit is picked up at 2:30 daily by Loomis)

SECTION VIII
RECONCILIATION
In this section identify who performs reconciliations of the amounts collected with the amount deposited and posted in Banner.
- 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 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)
In this section indicate if Credit Cards are accepted for payment in your department.
- If credit cards are accepted, describe the process. (i.e., students are directed to pay via a website; a third party processes the credit cards; Touchnet Marketplace is used; the department cashier swipes the credit card)
- Indicate where credit cards records are stored and the security measures implemented to protect a student's identity. (i.e., are credit cards records destroyed after processing? Are they stored in a locked drawer, etc.?)

SECTION X
REPORTS/FORMS
In this section 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
In this section describe any other information unique to your department's cash receipting practices.
- Click here to enter text.

SIGNATURES:
PREPARED BY:_________________________ DATE:____________

DEPARTMENT HEAD:_________________________ DATE:____________

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.