



TEXAS A&M UNIVERSITY
CORPUS CHRISTI

Cash Handling Procedures

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GENERAL INFORMATION - CASH COLLECTION AND DEPOSIT OF FUNDS

Purpose

This section of the document defines and outlines University processes with respect to the authorization, custody, record-keeping, and reconciliation of cash. The term cash includes currency, checks, money orders, other negotiable instruments, and debit/credit card transactions.

University funds are monies received from tuition, contracts and grants, (delivery of) revenues from University services, state and federal appropriations, gifts and all other sources of revenue or expense reimbursements, whether restricted or unrestricted as to purpose or use. All funds collected on behalf of the University are considered University funds.

Introduction

The collection and control of cash at Texas A&M University-Corpus Christi is a very important function. The Bursar is the University's primary cash handling agent. Ideally, from a control perspective, the collection and controlling of cash should be centralized in one location; however, it is not always possible or practical. As a result, under certain situations the collection of money is, in part, decentralized. Those situations and the procedures to be followed are explained in this document.

Historical practices shall not constitute justification for deviation from the following guidelines. The material contained in this document supersedes any previous procedures regarding the handling of cash, followed within the University and/or within departments. The University Associate Vice President and Comptroller (AVP/Comptroller) reserves the right to make interpretations and exceptions to the procedures contained in this document. Any exceptions to these procedures must be approved in writing.

Changes in University cash handling procedures may be made from time to time and will be communicated via email. Cash Handling Procedures will be available electronically on the University AVP/Comptroller's website. The information herein supersedes all previous cash handling procedures.

Required Authorization to Collect Money

Only those departments and units, which have been approved in writing by the Executive Vice President for Finance and Administration or his/her designee, are authorized to collect or receive funds for the University. Units that have not been authorized to receive funds must immediately deliver the funds to the Business Office along with any pertinent information concerning its source and application.

Segregation of Duties

There should be a separation of duties between the person receiving cash and the person responsible for maintaining the accounting records. In other words, no ONE person should receive, approve/verify, record, and reconcile the same transaction.

Receipt activity should be reconciled to FAMIS Monthly Financial Statements on a monthly basis.

The reconciliation should be reviewed and approved by someone independent of the cash handling or recording functions. In small offices where separation of duties is impractical, supervisory personnel who do not handle cash should perform specific verification that provides for reasonable and sound internal controls.

The following responsibilities should be distributed among personnel so one person is not responsible for all aspects:

- Authorization
- Custody
- Record-keeping
- Reconciliation

Responsibilities of Individual Departments

Compliance with System Policy & University Procedures

Departments are responsible for complying with [System Policy 21.01.02 Receipt, Custody, and Deposit of Revenues](#) and the procedures outlined in this document and for developing detailed written departmental operating procedures. The Bursar's Office and Accounting Services Department are available for consultation and review of departmental procedures. Departments are responsible for training designated employees in fund handling policies and procedures. Basic Cash Handling Procedures Training is required **annually** of all employees handling cash and is available on TrainTraq under [Course Number 2111465: Cash Handling - TAMU-CC](#). Employees handling credit cards are also required to take TAMUS [Course 11013 : PCI-DSS for Merchants](#) training annually. It is recommended that employees also take [Course 2112477: PCI-DSS for Cashiers](#). These courses can also be found on TrainTraq.

Criminal Background Checks

[System Policy 33.99.14 Criminal History Record Information-Employees and Applicants](#) requires each A&M System Member to determine what employment positions contain job duties that designate the position as "security sensitive." Positions involving cash and cash handling are considered "security sensitive" positions. All employees responsible for handling cash must undergo a criminal background check. Department heads should verify that this requirement has been met of all employees within their department performing cash handling duties.

Position Descriptions

Any Position Descriptions for jobs requiring an employee to collect funds for the University or perform cash handling duties for at least 5% of their time should include cash handling duties in the detailed list of job duties. It is the responsibility of each department to make sure this has been done.

Safekeeping of Funds

All forms of Cash (currency, checks, money orders, other negotiable instruments, and debit/credit card transactions) should be physically protected through the use of vaults, locked

cash drawers, cash registers, cashier's cages, locked metal boxes, etc.

It is the responsibility of each department to make whatever provisions are necessary to properly safeguard the cash receipts in their area. Generally, any amount of cash on hand that exceeds \$1000 should be maintained in a vault or heavy safe (one which cannot be easily moved by two persons using a hand cart). Amounts greater than \$500 but less than \$1000 should be maintained in a combination or keyed safe when not in use and secured in a locked room outside of normal business hours. Amounts \$500 or less should be maintained in a locked box/bag within a locked drawer when not in use and secured in a locked room outside of normal business hours. Cash should not be retained in desk drawers or standard file cabinets that are easily accessed with minimal force or readily available keys. Examples of locations that are easily accessible would be a file cabinet or desk drawer in an open or general area i.e. a reception or cubicle area.

Each person collecting cash should have their own change fund, so that making change is possible if currency is expected to be collected. While in use change funds and/or collected money should be secured in a cash box that is lockable with access limited to the person responsible for the cash box. When the person responsible for the drawer is away from their designated area for a period of 15 minutes or less, the cash box/bag should remain locked and secured in a safe or locking drawer. When the person responsible for the drawer is away for a period longer than 15 minutes, funds should be secured as indicated in the previous paragraph.

Lock combinations and custody of keys must be maintained by limited personnel. For use in emergencies or absence of the custodian, copies of the combinations and keys must be put in a sealed envelope and stored by the department head, or designee, until needed. Only under approved circumstances should more than two persons have access to combinations or keys. To request approval, submit a memo to the AVPC's office explaining the need for more than two people with access. Any requests that are submitted will be reviewed and the department notified of the decision. Combinations and keys must be changed when custody changes hands or when information has been compromised.

Volunteer Cash Handlers

Some special events require the assistance of volunteers. Human Resources require that each volunteer successfully pass a Criminal Background Check and complete a Volunteer Waiver form, which can be found on the HR website. Each department utilizing volunteers must provide each volunteer with a Volunteer Waiver form and a Criminal Background Check form which they must submit to Human Resources via email at employment@tamucc.edu. A criminal background form is required annually if the volunteer is working with minors.

Any volunteers that will be handling cash must comply with [System Policy 21.01.02 Receipt, Custody, and Deposit of Revenues](#) and the procedures outlined in this document, including required training and background check. In addition, volunteers handling cash must complete and sign a Volunteer Non-Disclosure Agreement for Volunteers Handling Cash. This form can be found on the HR website.

This non-disclosure agreement explains the following:

1. That the volunteer, during the course of their volunteer work, may be come in contact with confidential information, including but not limited to personal and confidential information, documents, credit card information, etc.
2. That the volunteer shall not during, or at any time after the termination of their volunteer

work with Texas A&M University-Corpus Christi, use for themselves, their business or others, or disclose or divulge to others including future volunteers, any such confidential information, documents, credit card information, etc.

3. That in the event their volunteer duties require them to handle cash and/or credit card information, that they will complete training required by Texas A&M University-Corpus Christi, including, but not limited to, PCI Security Standards, Cash Handling, etc.
4. That they have never been convicted of a felony, and
5. That upon the termination of their volunteer efforts with Texas A&M University-Corpus Christi:
 - a. the volunteer shall return to the Texas A&M University-Corpus Christi all documents, credit card information, and property, or as directed by the Texas A&M University-Corpus Christi employee they are reporting to, destroy copies of documents, credit card information, and confidential information. The volunteer shall not retain any copies, notes or abstracts of aforementioned documents or confidential information.
 - b. It also states that Texas A&M University-Corpus Christi may notify anyone of the existence of the volunteer non-disclosure agreement, and that TAMU-CC shall be entitled to full injunctive relief for any breach of the agreement by the volunteer.

The volunteer should sign this form in the presence of the TAMU-CC sponsoring party, and the original document and proof of completed required training (Cash Handling and PCI Security Standards) should be maintained on file in the Volunteer's Sponsoring Department.

Volunteer Non-Disclosure Agreement for Volunteers Handling Cash Form



FINANCIAL SERVICES DIVISION

VOLUNTEER NON-DISCLOSURE AGREEMENT TO BE FILLED OUT BY VOLUNTEERS HANDLING CASH

The undersigned volunteer hereby agrees and acknowledges:

1. That during the course of my volunteer work there may be disclosed to me confidential information, including but not limited to personal and confidential information, documents, credit card information, etc.
2. That I shall not during, or at any time after the termination of my volunteer work with Texas A&M University-Corpus Christi, use for myself, my business or others, or disclose or divulge to others including future volunteers, any such confidential information, documents, credit card information, etc.
3. That in the event my volunteer duties require me to handle cash and/or credit card information, that I will complete training required by Texas A&M University-Corpus Christi, including, but not limited to, PCI Security Standards, Cash Handling, etc.
4. That I have never been convicted of a felony.
5. That upon the termination of my volunteer efforts with Texas A&M University-Corpus Christi:
 - a. I shall return to the Texas A&M University-Corpus Christi all documents, credit card information, and property or, as directed by the Texas A&M University-Corpus Christi employee I am reporting to, destroy copies of documents, credit card information, and confidential information. I further agree that I shall not retain any copies, notes or abstracts of aforementioned documents or confidential information.
 - b. Texas A&M University-Corpus Christi may notify anyone of the existence of this agreement, and shall be entitled to full injunctive relief for any breach.

Volunteer Signature

Printed Name

Date Signed

Section to be completed by Sponsoring Department:

Name of Event

Sponsoring Department

Date(s) Volunteer Work will be performed

Texas A&M University-Corpus Christi Responsible Party Signature

Texas A&M University-Corpus Christi Responsible Party
Printed Name and Title

Original document and proof of completed required training must be maintained on file in the Volunteer's Sponsoring Department.

THE ISLAND UNIVERSITY

Control Concepts

The following list of internal control questions will help you assess the cash controls in your area. Answer each question to assess your own department's controls. At the end, review your answers for practices or controls, which are not in effect. These represent internal control weaknesses. For each weakness determine the risk it represents to your operations, whether there are mitigating controls, and what action, if any, needs to be taken.

Receipts, Revenue and Petty Cash

Segregation of Duties

- Are the following responsibilities distributed among personnel so one person is not responsible for all aspects?
 - Receiving of funds, Endorsing checks and Preparing deposits?
 - Approving deposits?
 - Reconciling to monthly account statements?
 - Billing and collection duties?

Safeguarding of Cash/Receipts

- Does the department have a counterfeit money detector pen?
- Are checks endorsed immediately upon receipt?
- Are funds kept in a secure location until deposit (e.g., safe, locked drawer, etc.)?
- Is access to credit card terminals and cash registers restricted to authorized personnel?

Receipt Processing

- Are deposits made daily and/or in compliance with Cash Handling Procedures?
- Are daily cash register readings recorded on the daily cash reports and reconciled to daily deposits?
- Are processed credit card charges/credits handled properly and timely?
- Are only approved TAMU-CC receipts issued to all customers?
- Are approved TAMU-CC receipt books retained and reconciled to FAMIS monthly?
- Does the department maintain a check receipt log for payments received in the mail?

Gift Receipts

- Are receipts properly classified as gifts?
- Have you notified Institutional Advancement of the gift?
- Are gift transmittals prepared timely?

Reimbursements from Employees

(ex. telephone charges, unused travel advance funds)

- Are receipts properly classified as employee reimbursements?
- Are the receipts processed timely?

Nature and Source of Revenue

- Are revenue sources properly classified?
- Are potential sponsored program revenues channeled through the Research Office?

Departmental Bank Accounts

The use of departmental or personal checking and/or other bank accounts by University personnel for the depositing of and/or safekeeping of University funds is **strictly prohibited**. Only the Board of Regents acting through a request approved by the Executive Vice President for Finance and Administration has authority to approve any such bank accounts. The University AVP/Comptroller arranges for all authorized bank accounts should any new ones need to be established.

Requirements for Deposits

Frequency of Deposits

Security of University Funds is of the utmost priority and every precaution should be taken to minimize the opportunity for theft or loss of funds. Therefore, daily deposits are required when monies collected are more than \$500. Each department or unit, which collects nominal amounts of local income, is exempt from this daily deposit requirement, but is required to make deposits whenever the amount on hand reaches \$500 and at least once every three business days regardless of the amount. It is recommended that multiple deposits be made during the day during high volume of activity. When handling cash deposits in excess of \$2,500.00, but no more than \$4,999.99 (excluding restrictively endorsed checks and payroll checks) between offices or between an office and the Business Office, at least two personnel must be involved during transportation, with a third party being notified of the transport. When the funds exceed \$5000.00 (excluding restrictively endorsed checks), personnel must be accompanied by a University Police Officer. Also, the UPD must be notified of the location on campus where money will be accepted on behalf of the University when transaction volume is anticipated to be more than \$5,000 per day.

Money Deposited Intact

Money should be deposited promptly and intact at the Business Office. Intact means the entire amount of money (income) collected must be deposited so that all receipts are posted as revenue to the FAMIS Statement(s) of Account. None of the money collected may be used for other purposes prior to deposit of the cash.

Example: The department cannot use \$10 of its money collected to purchase postage and then reduce its deposit by the \$10 used. To do so would misrepresent the amount of revenue earned and the amount of expenditures incurred in the department's accounting records.

Cashing checks from University deposits, borrowing cash for personal use, withholding checks for deposit in order to float checks, commingling of personal and University funds, and

modification of cash records are all serious offenses and may result in disciplinary action.

Guidelines in the Event of a Robbery

The following guidelines are provided to help ensure staff safety and minimize loss to the University. Unnecessary risks should never be taken.

- Cooperate with the robber(s). Avoid any confrontation and facilitate a rapid departure.
- Stay as calm as possible. Take no risks. Try not to panic or show any signs of anger or confusion.
- If the robber hands you a note, place the note away and out of reach of the robber as this may be an important piece of evidence.
- Make a mental note of any descriptive features or distinguishing marks on the robber, such as his/her clothing, hair color, eye color, scars, tattoos, etc. Touch nothing in areas where robber(s) were and note specific objects touched by robber(s).
- If it is safe to observe, the direction the robber took should be determined. If possible, observe color and make of vehicle leaving the scene. Departments having security alarms should trip the alarm as soon as it is safe.
- University Police should be called at extension 4444 as soon as it is safe.
- The robbery should not be discussed with anyone until the police arrive.
- Cooperation with the University Police is important.
- The victim should, above all else, remain calm and try to remember the details. Write them down.
- Notify the AVP/Comptroller's Office to report any theft of funds to ensure proper accounting procedures are followed.

At your department's request University Police will assist in devising specific procedures for your operation to safeguard funds.

BE ALERT, BE OBSERVANT!!!

Features, which you can remember regarding the physical characteristics of suspicious persons or assailants, can greatly assist your police department in their apprehension.

HAT: (color,
type, etc.) _____
HAIR: _____

EYES: _____

SCARS _____

: _____
(or marks) _____

SHIRT: _____

TIE: _____

COAT: _____

TROUSER _____

S: SHOES: _____

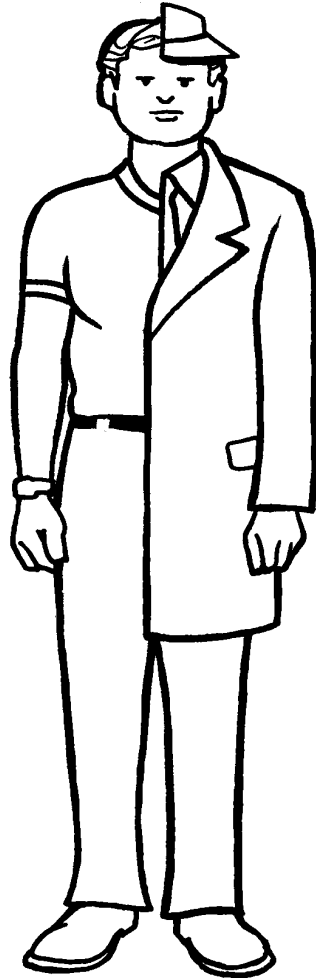
RACE: _____

SEX: _____

AGE: _____

WEIGHT: _____

HEIGHT: _____



DIRECTION OF _____

ESCAPE: METHOD OF _____

ESCAPE: FOOT _____

VEHICLE _____

VEHICLE LICENSE: _____

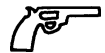
VEHICLE MAKE: _____

VEHICLE COLOR: _____

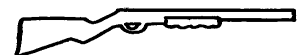
NUMBER OF _____

SUSPECTS: _____

TYPE OF WEAPON: _____
HAND GUN



SHOT GUN



OTHER REMARKS: _____

**CONTACT UNIVERSITY POLICE AT EXTENSION
4444 AS QUICKLY AS POSSIBLE AFTER
DEPARTURE OF SUSPECT(S)**

RECEIPT AND COLLECTION OF CASH AND CHECKS

Purpose

This section summarizes the proper procedures to collect currency, checks and charges.

Counterfeit Currency

All authorized cash handling units are responsible for exercising reasonable care in screening cash transactions for counterfeit currency.

With respect to cash handling, there is little to no margin for error. Unlike a check where you may have some recourse for avoiding a loss, errors made with cash are final in most cases and therefore every precaution should be taken to avoid any errors. Other than exercising extreme care and focus on each and every cash transaction, the following guidelines should also be followed.

- Each bill, called a Federal Reserve Note, should also meet the requirement of integrity in order to be negotiable and for us to accept it. A bill will lose its integrity and may not be accepted if the bill has less than three corners. Bills with less than three corners cannot be negotiated or submitted to the Federal Reserve Bank for reimbursement.
- Be on the lookout for bills that have been put back together with tape. Inspect and make sure that all parts are in fact of the same bill and make sure that the serial numbers on either side of the bill match. Unless we are under a counterfeit alert for bills less than twenty, only twenty dollar bills and up should be tested for counterfeit using a counterfeit money detector pen. If the mark is light the bill passes but if the mark is dark, then the bill is suspicious. In the event of a suspicious bill, contact the University Police at ext. 4242. The suspicious bill should be maintained at a location away from the customer but in full view of the customer at all times.

Check Acceptance

With respect to check handling, the following items apply for each check presented to you regardless of the source.

A check should have six items on it to be considered a negotiable item. All checks should be negotiable before we can accept them and should be written in blue or black.

1. Date

- The date on the check cannot be older than six months (stated dated) or reflect a date into the future (postdated).
- Some businesses do not like their checks to be outstanding for the duration of the six months allowed, so they will specify a duration period date on the check itself.

2. Payee

- The payee is where the check has the required phrase “Pay to the Order of” followed by “Texas A&M University-Corpus Christi” or “TAMU-CC”. Any other information on payee line is for the convenience of the department only and not necessary for proper credit or validation.
- A check cannot be accepted if made payable to someone else (3rd party) other than the University. If a 3rd party check is presented, contact the Assistant Bursar at ext. 5774 for instructions.

3. Dollar Amount (numeric)

- The amount on this line or box should be written in a clear and legible manner. Lines drawn through any number or another number written over an existing number should not be accepted. If a correction needs to be made, one line should be drawn through the entire incorrect numeric amount and rewritten in the nearest open space of the old number. All corrections should be initialed by person writing the check.
- IMPORTANT – the numeric amount should match the written amount.

4. Written Amount (alpha)

- The amount of the check is spelled out on this line and should be reviewed for accuracy on every check presented. This amount (legal amount) supersedes the numeric dollar amount should there be a discrepancy between the two.

5. Signature Line

- All checks presented should have a signature in order to be negotiable.

6. Drawee Bank

- The drawee bank is where the check will be presented for payment. All checks will have a bank name printed on the check. Not all banks, however, may be located in the United States. These checks are therefore considered foreign items and **should not** be accepted. Foreign items presented for payment of tuition and fees may be accepted subject to approval by the Assistant Bursar or Bursar. See [FOREIGN CHECKS](#) for more information.

Other negotiable instruments that are accepted over the counter and should be processed as a check are:

- Money orders
- Cashier checks
- Traveler’s checks
- Credit card checks

Payment by Check in Person

Checks should have the customer/student information pre-printed on the face of the check.

Checks received in person shall be receipted immediately upon receipt using an authorized method to record receipts, and receipt shall be issued to customer/student.

Starter/blank checks should not be accepted without approval by the department head or designee. Proper identification (Driver's License or Sanddollar Card) or affiliation to TAMU-CC should be presented and name, address and phone number will be noted on the face of the check before being approved by the Assistant Bursar.

The payor's telephone number(s) should be written on the face of the check.

Payor should show some form of photo ID, such as Sanddollar Card, Driver's License or state photo ID. The Driver's license number or State ID information should be written on the face of check. If a Sanddollar Card is presented, ask for a UIN number (faculty or staff) or Student ID number and write this on the face of the check.

Payment by Check by Mail

Checks received through the mail should be logged in at the time the mail is opened and processed. An incoming check log should at a minimum include the date the check was received, the check number, the maker of the check, the check amount, and the signature of the person opening the mail, and Business Office issued receipt number once deposited. Departments with University issued Receipt books shall also include the General Receipt number from their receipt book.

Endorsement of Checks

All checks are to be restrictively endorsed to the University **immediately** upon receipt. This protects the check if lost or stolen.

The endorsement must at a minimum include the following:

**For Deposit Only
Texas A&M University-Corpus Christi**

The following information is also helpful in case the check is returned:

**Department Name
FAMIS Acct #**

The Federal Reserve has established a regulation to standardize check endorsements. All depositors' endorsements are limited to the top 1.5 inches on the backside of the check, at the trailing edge of the check. This is where endorsements are normally placed. If you look at the face of the check, the endorsement area is directly behind where "Pay to the Order of" is printed.

Any marks below the 1.5 inches on the check may obscure the bank routing number, cause delays in returning checks, and forfeit the University's right to recovery. The purpose of this regulation is to speed collection and returns. Failure to follow the above instructions may result in charges to your department. An adding machine or calculator tape should accompany deposits containing ten or more checks. The tape should have a zero total at the top and be totaled at the bottom. The adding of the checks should be done twice to ensure accuracy.

Departments may obtain an endorsement stamp from the Assistant Bursar. If an endorsement stamp is obtained by the Business Office, it will not include the Department Name or FAMIS account number. Only one endorsement stamp will be issued per department. Additional or replacement stamps will need to be provided by the department.

Limitations on Acceptance of Payments by Check

Departments are not authorized to return currency to the payor in the event that the check exceeds the amount due to the University. Departments may not accept post-dated checks. All checks received by a department must be deposited as outlined in [Requirements for Deposits](#). Currency or checks received as a refundable deposit for goods or services may not be held in the department in lieu of depositing funds and later issuing refunds.

Returned Check Procedures

The following guidelines apply exclusively to checks received for **non-tuition** payments, including payments for:

- Goods or services rendered
- Expense reductions
- Overpayments

Types of Returned Checks

Returned checks may include (but are not limited to):

- Non-Sufficient Funds (NSF)
- Closed account
- Missing payor's signature
- "Refer to maker" checks
- Post-dated or stale-dated checks

Procedure for Returned Checks

- Accounts Receivable receives a daily statement listing all returned checks.
- Accounts Receivable sends a notification to Accounting to process a journal entry to record the returned check.
- The account listed on the deposit will be charged to expense code **6312-Bad Debt Expense-Other Sales**.
 - Example: Check deposited to account 999999-0624 \$50.00
 - Entry to record the returned check will be:
 - 999999-**6312** \$50.00
- The contact person listed on the general receipt deposit will be copied on the email to accounting. This will serve as the department notification of the returned check.
- The department that deposited the check is responsible for collecting the repayment of the returned check. ***Please note: An accounts receivable invoice will not be allowable for any returned checks.***
 - If payment is collected, deposit should be posted to 999999-**6312** to offset the bad debt expense. The revenue was already recorded on the initial transaction.

Collection Process

- Refer to the [Fair Debt Collections Practices Act](#) for collection requirements.
- For collection letter templates or assistance, contact accounts.receivable@tamucc.edu.

Acceptable Repayment Methods

Do not accept another personal check as repayment for a returned check. Acceptable repayment methods include:

- Cashier's Check
- Money Order
- Certified Check
- Debit Card
- Cash

This policy ensures systematic handling of **non-tuition** returned checks and establishes clear responsibilities for collection and communication across departments. Please adhere to all collection guidelines and follow approved repayment methods to maintain compliance.

Methods to Record Receipts

Manual Processing – Receipt Book Procedures

Incoming checks and currency must be recorded on a TAMU-CC pre-printed, numerically controlled (multiple copies) receipt for each transaction. The only exception to this would be in the case where pre-numbered tickets are sold. Pre-numbered tickets should be pre-approved by the AVP/Comptroller's Office or Bursar's Office.

An approved TAMU-CC receipt book must be obtained from the Business Office when monies are to be received on behalf of the University and no cash register or other pre-approved method will be used. If using a cash register, no receipt book is required. Only individuals authorized by the AVP/Comptroller's Office will be issued a receipt book. Individuals must have the following in place before requesting a receipt book: proper training as listed in the [Compliance with System Policy & University Procedures](#) above, a background check on file in the Human Resources Office, and Certification of Departmental Cash Handling procedures (Department With a Working Fund or Department With No Working Fund) on file in the AVP/Comptroller's Office. A picture ID will be required when picking up the receipt book from the Business Office. Receipt Books must be returned to the Business Office after each event or before another book may be issued. All fields on the receipt must be filled out in accordance with the Procedure to Fill Out TAMU-CC Receipt section below unless you have written approval from the AVP/Comptroller's Office to leave a specific field blank.

A receipt book consists of 150 receipts, 3 receipts to a page in quadruplicate format with the first page in white, the second in pink, the third in green and the fourth in gold. The white copy (original) receipt is given to the customer. The pink copy is used for end of day balancing and must accompany the Business Office General Receipt Deposit Form to the Business Office. The green copy is kept by the department and used for balancing, auditing, and depositing purposes. The receipt that issued to the department by the Business Office should be kept with the green receipts that are filed in the department. The gold copy stays in the book and is never to be removed. The white, pink and green sheets are perforated for easy distribution.

Should you accept CHECKS for your event, all checks should be made payable to Texas A&M

University-Corpus Christi. Our abbreviated name of "TAMU-CC" can be used as well. Each check must be immediately endorsed with our restrictive endorsement stamp upon receipt. Endorsement Stamps as well as zip lock bags with a key can be checked out at the Business Office as available when a temporary Receipt Book is assigned.

Cash collected should be balanced on a daily basis to sales/income recorded (per the receipts/ticket copies). At day's end or as expeditiously as possible, the whole deposit is to be transported to the Business Office. It will then be deposited by the Business Office and posted to FAMIS. The pink copy of each individual receipt along with the General Receipt Deposit Form must be taken over to the Business Office along with the deposit. The individual receipts will not be returned to the originating department. The Business Office will forward these receipts along with the General Receipts Deposit Form to the Business Operations Supervisor (BOS) in the Business Office for auditing.

The maintenance of a numerical file of all receipts is the responsibility of the department. Since all pre-numbered receipts must be accounted for, all white and green copies of voided receipts must be stapled together with the pink copy and must be turned in with the deposit.

Departments should keep records of the inclusive receipt or ticket numbers and total amount for which the receipts were written, or tickets sold. Deposits with the Business Office should also reflect the inclusive receipt or ticket numbers and the total amount collected.


See [Safekeeping of Funds](#) section above for information on safeguarding your cash.

Accountability over transaction proceeds should be assigned to a specific individual or individuals so there is a means of establishing accountability.

Procedure to Fill Out TAMU-CC Receipt

- Enter in the date the payment is received.
- The form must indicate the name of the customer. For example, if the receipt is a payment for camp registration, the first and last name should represent the person registering for the camp. If the customer is a business, enter the business name in the Last Name field. In this case, the First Name field may be left blank.
- The form should contain the appropriate account number to be credited including the 6-digit General/Subsidiary Ledger Account Number, 5-digit Support Account Number (SL accounts only) and 4-digit Object Code. Up to three account numbers can be entered on the receipt. Enter in the amount to be deposited into each account.
- Enter in the 'Total Paid' amount. This should be the sum of the amounts being deposited into each account number as well as the amount received from the customer.
- The reason for payment should be summarized in the 'Payment For' field. For example, registration fee, application fee, library fine, etc.
- The 'Payment Type' (cash, check, credit card) should be circled. Payments received by check should include the check number on the receipt. If your department has not been approved to take credit cards and you do not have a credit card terminal, you may not accept credit cards. If you are authorized to take credit cards, you must have a mechanism to process them. DO NOT write the full 16-digit credit card number on the receipt. You may record the last four digits for research purposes.

- The 'Department' 'Contact Person' (ex. printed cashier name) and 'Contact #' should be written on the receipt in case questions arise.
- The cashier should print and must sign their name at the bottom of the receipt.
- Make sure that all information is **legible** on all copies of the receipt (white, green, pink, and gold) and that there is no original ink on the pink, green or gold copies.
- Customer should receive the original (white) copy of the receipt.

Date: _____		304101	
	Last Name _____	First Name _____	
	Payment For: _____	Account # / / \$ _____	
	_____	Account # / / \$ _____	
	_____	Account # / / \$ _____	
Payment Type: Cash Check # _____	Total Paid		\$ _____
Credit Card: Visa MC DISC AMEX			
Department: _____	Cashier Signature _____		
Contact Person: _____	Cashier Printed _____		
Contact #: 825- _____			

Preprinted Admission Tickets

Admission tickets must be pre-numbered and should be accounted for on the General Receipts Deposit Form accompanying the remittance of collections. Each unissued admission ticket should be transferred to the Accounting Services Department for disposal, except in those cases where the unissued tickets may be scheduled for use in a future performance. The use of pre-numbered tickets for non-admission receipting should be pre-approved by the AVP/Comptroller's Office or Bursar's Office.

Utilizing a Cash Register, PC or Other Electronic Equipment

It is recommended that purchases of cash registers or receipt producing equipment be discussed with the Business Office prior to placing the order. Departmental management should ensure that a balancing worksheet, cash balancing procedures, and spot audit procedures are established. The unit should determine, up front, how the program will balance and how the record keeping process will be accomplished. The following minimum controls must be in place. The register must be equipped to issue receipts and should have:

- The ability to print the University's name on the receipt as a header.
- A journal tape to record all transactions.
- A key or supervisor password which enables readings or totals to be taken. The cashier must not have access to this key.
- A grand total which cannot be reset to zero or any other number. The Cashier must not have the ability to void and issue a refund without a supervisor's approval.
- Void and refund transaction keys, supervisor password and procedures.

Procedures for Cash Registered Sales

- All sales should be recorded through the cash register. The cash register provides:
 - (1) a locked in record of the amount of funds entered on the register
 - (2) a printed ticket that should be given to the customer or a visible record of the amount registered for the customer's examination
 - (3) a safe place for holding a change fund and un-deposited receipts
- The cash drawer in the register should never be left open unless a transaction is being processed.
- All register totals must be balanced at the end of the day (or change of shift).
- Accountability over sales proceeds and change funds should be assigned to specific individuals, which means that each employee who operates out of the same cash register should be assigned his own bank and cash drawer. Funds should not be commingled between cash drawers.
- The cash register must be closed out and total cash receipts should be reconciled on a daily basis.
- Overages and shortages should be fully explained. Overage and shortage dollar limits and frequency of occurrence should be established, and corrective action should be taken if the limits are exceeded.
- All corrections should be made through the cash register. The journal tape should be marked to indicate the action taken. Management should review and approve all corrections.
- Departmental administrators should perform periodic, unannounced cash reconciliations of the cash register.

Sales Tax

Texas A&M University-Corpus Christi is exempt from paying State of Texas sales tax on purchases. However, it is not exempt from collecting tax on sales made by the University. When a university department sells a taxable item, it is responsible for collecting the sales tax, unless proof of tax exemption is obtained. Sales tax exemption certificates (see Accounting Handbook Sales Tax Exemptions) should be kept on file by the selling department following the University record retention schedule. The tax rates vary from county to county and sellers should use the appropriate tax rate for their location. The current tax rate for Nueces County is 8.25%.

Below is a list of common taxable and nontaxable items sold by university departments.

Taxable

Sales tax must be collected on all cash sales involving tangible, personal property. The State Comptroller defines this as personal property that can be seen, weighed, measured, felt or touched, or that is perceptible to the senses. Examples include:

- Clothing
- Books
- Equipment Rental
- Computer Programs

Sales tax must be collected on all taxable services.

Nontaxable

No tax is required for many items, including:

- Room Rental

- Conference Registration
- Booth Rental
- Dues
- Fines and Penalties.

For more information on sales tax collections, please refer to the [Finance Handbook](#) Sections 06.05.06 and 06.05.07.

Sample Forms to Balance, Record & Deposit Receipts

Following are samples of various forms to assist you in balancing your collections for the day and working funds; accounting for voids; preparing a manual check log, cash register, pc or other electronic device reconciliation; and deposit of funds for same. You may use these examples and customize them for your individual department's use.

You should keep copies of all these reports as well as any generated by your cash register, pc or other electronic equipment with a validated copy of your TAMU-CC General Receipt. These records should be kept intact and retained for the current fiscal year plus three (3) years by your department.

- **Cashier Reconciliation** – Used daily after each shift to reconcile cash, checks, sanddollars and credit card receipts.
- **Voided Transactions** – All voided receipts should be listed on the Cash Reconciliation.
- **Incoming Check Log** – When opening the mail, a department may receive checks. The manual check log should be used to log each check. This will help you to identify every check that you deposit.
- **Texas A&M University-Corpus Christi General Receipt** – Final document received from the Business Office when the deposit is made.

Sample Cashier Reconciliation

The following form can be used whether you are using a cash register, an electronic system, or a manual system.

Cashier Reconciliation

Date: _____ Cashier: _____

TO BE COMPLETED BY CASHIER

Cash		
Denomination	Quantity	Total
\$0.01		\$
\$0.05		
\$0.10		
\$0.25		
\$0.50		
\$1.00		
\$2.00		
\$5.00		
\$10.00		
\$20.00		
\$50.00		
\$100.00		
Total Cash		\$ _____
Checks		_____
Total Cash & Checks		_____
Less Beginning Cash		_____
Deposit Total	a) \$	<u>_____</u>

Receipt Book	
Beginning Rct No	_____
Ending Rct No	_____
List any Voided Ret Nos.	_____

Cash	_____
Checks	_____
Sanddollars	_____
Credit Cards	_____
Total per Rec Book c)	\$ <u>_____</u>

RECONCILIATION	
Total Funds Received	b) \$ _____
Less Total per receipt book	c) _____
Cash over/(short)	\$ <u>_____</u>

Deposit Total	a) \$ _____
Credit Card Receipts	_____
SandDollars	_____
Total Funds Received	b) \$ <u>_____</u>

Comments: _____

Date: _____ Date: _____

Cashier: _____ Reviewed and Approved by: _____

Date turned into Business Office: _____ Business Office Receipt Number _____

Instructions to Sample Form: Balancing Your Drawer at the End of the Day

At the end of the day or shift, the cashier should perform the following tasks:

1. Count out the cash by denomination and list on the reconciliation sheet. Calculate the total by each denomination and sum up total cash.
2. Run three (3) tapes on all checks received and document the total on the reconciliation sheet. NOTE: One tape will be attached to the reconciliation report and the other two will be turned in to the Business Office with the checks. Make sure the proper procedure was followed when checks were received to ensure that all checks are stamped with the TAMU-CC endorsement stamp.
3. Total Cash and Checks. Subtract the beginning cash (your change fund amount) from the total. This will give you the deposit total (a).
4. Run a report on all sanddollar and credit card receipts and enter each total on the appropriate line.
5. Total all payment methods (cash, checks, sanddollars, credit cards) and fill in the amount as total receipts (b).
6. Complete the section related to the receipt book on the Cashier Reconciliation by indicating the beginning and ending receipt numbers. Any voided receipt numbers should be listed. If more lines are needed, enter in voided receipts in the comments section.
7. Enter in the amount of each type of payment (cash, checks, sanddollar, or credit card) from the receipts and enter each on the Cashier Reconciliation form in the receipt book section. Total these to get the Total per Receipt Book(c). The receipt book section can also be used for cash register end of day tape or ticket inventory.
8. Fill in the reconciliation portion of the Cashier Reconciliation form and compare the totals from the receipt book to the total funds received. Enter in the cash over/short amount and explain the overage or shortage in the comments section.
9. Turn in the cashier reconciliation report, deposit, credit card and sanddollar slips, and the pink copy of your receipts to your supervisor or event coordinator. The receipts should be in numerical order. Voided receipts should include both the original receipt and the green and pink copy.
10. Sign and date the reconciliation report.

The supervisor/event coordinator should perform the following tasks:

1. Verify amount to be deposited at Business Office (cash/checks turned in by the cashier).
2. Verify credit card and sanddollar slips to amounts on cashier reconciliation.
3. Verify that the total of the pink receipts matches to the amount entered into the reconciliation.
4. Sign and date the reconciliation report.

All receipts, cash, and checks should be taken to the Business Office for deposit. A General Receipts Deposit Form is required for each type of payment type. This is discussed in more detail in the Requirements for Deposit Section above.

Incoming Check Log Sample

**Texas A&M University-Corpus Christi – Department Name
Incoming Check Log**

Date Received	Check Date	Check #	Check Received From	Check Amount	Received by	Received in Dept Rct Book by	Taken to Business Office for Deposit by	Receipt Number
1/20/2009	1/18/2009	6789	R. Eide	41.50	Anna Cashier	Betty Bookkeeper	Student Employee	100100
1/20/2009	1/20/2009	987654	K. Miller	8.50	Anna Cashier	Betty Bookkeeper	Student Employee	100101
1/20/2009	1/5/2009	56781	S. Sabatino	50.00	Betty Bookkeeper	Anna Cashier	Student Employee	100205
1/21/2009	1/11/2009	132	C. McAllister	100.00	Betty Bookkeeper	Anna Cashier	Student Employee	100206

Sample Texas A&M University-Corpus Christi General Receipt (received from Business Office)

Texas A&M University - Corpus Christi

Receipt Date	June 21, 2012	Receipt Type	
Cashier's ID	JROSS	General Receipts	
Receipt Number	19061	InvoiceNumber	
Last Name	Cashier	Comments	
First Name	Ima	Parking Administration	
Middle Initial			
Contact / Company Name	Ima Cashier		
Phone Number	1234		

Account Number	Account Name	Payment Type	Check Number	Description	Amount
340001-00000-0509	PARKING ADMINISTRATION	Check	3	-	5,260.79
					5,260.79

DEPOSITING FUNDS WITH THE BUSINESS OFFICE

Purpose

This section of the document summarizes the proper procedures for depositing and reporting funds to the Business Office. Please allow sufficient time for the Business Office to process your transaction prior to the close of the business day. Deposit transactions should arrive 30 minutes prior to close of business during off peak periods or greater than 30 minutes during peak periods or if a large sum of currency is deposited.

Requirements for Deposits

Frequency of Deposits

Security of University Funds is of the utmost priority and every precaution should be taken to minimize the opportunity for theft or loss of funds. Therefore, daily deposits are required when monies collected are more than \$500. A day would include receipt activity that occurs before 2:00 pm. If the collections are received after 2:00 pm, this activity would be considered in the next business day's transactions. Each department or unit, which collects nominal amounts of local income, is exempt from this daily deposit requirement, but is required to make deposits whenever the amount on hand reaches \$500 and at least once every three business days regardless of the amount. It is recommended that multiple deposits be made during the day during high volume of activity. When handling cash deposits in excess of \$2,500.00, but no more than \$4,999.99 (excluding restrictively endorsed checks and payroll checks) between offices or between an office and the Business Office, at least two personnel must be involved during transportation, with a third party being notified of the transport. When the funds exceed \$5000.00 (excluding restrictively endorsed checks), personnel must be accompanied by a University Police Officer. Also, the UPD must be notified of the location on campus where money will be accepted on behalf of the University when transaction volume is anticipated to be more than \$5,000 per day.

Forms and Procedures to Be Used

Deposits should be made on a General Receipts Deposit Form. This form can be found on the Business Office website under downloadable forms (<https://www.tamucc.edu/finance-and-administration/financial-services/business-office/forms.php>). The form is used to record, communicate, and document deposits made by user departments to accounts in FAMIS.

Deposits are made at the Business Office in the Student Services Center. Information needed to ensure posting of a deposit is correct includes account number, support account and object code. Please note that the Business Office does not have this information. If you have any questions regarding what account number to use for your deposit, please contact your department business coordinator or the accountant assigned to your department. Other useful information includes FAMIS account name, contact name and extension and a useful comment for any questions that may arise related to the deposit. The comment section should reference the first and last TAMU-CC receipt number used. The Business Office requires a department to supply a General Receipt Form with all necessary information included in order to apply the deposit to the correct FAMIS account. An example of the form is below.

TEXAS A&M UNIVERSITY-CORPUS CHRISTI - GENERAL RECEIPT	
LAST NAME: _____ <small>(Payee's Name or Department)</small>	FIRST NAME: _____
ACCOUNT NAME: _____	ACCOUNT NO: _____ / _____ / _____
PLAN: _____ <small>(Optional) Invoice #</small>	AMOUNT: \$ _____
COMMENTS: _____ <small>(Optional)</small>	
PAYMENT TYPE: Cash Check Credit Card: (Mastercard / Discover / American Express)	
CONTACT NAME: _____	CONTACT EXT: _____

One General Receipt Deposit Form should be filled out for each type of payment type (i.e. Cash, Check or Credit Card). So, if your deposit includes cash and checks, two forms should be filled out for this deposit. All TAMU-CC receipts used by the department need to be attached to the form as well and should be in numerical order. Any voided receipts require the original and the green and pink copy.

Procedure to Fill Out TAMU-CC General Receipt Deposit Form

- The form should indicate the first and last name of the person or department making the deposit. For example, if the deposit is a reimbursement of telephone charges by an employee, the first and last name should represent the person reimbursing the University. If the deposit is a regular departmental deposit for daily sales the Last Name should be the Department Name.
- The form should contain the name of the Account as listed in FAMIS.
- The form should contain the appropriate account number, which is to be credited. For Revenue accounts it must include the 6 digit Subsidiary Ledger Account Number, 5 digit Support Account Number and 4 digit Revenue Object Code. General Ledger Balance Sheet accounts only contain the 6 digit Account Number and 4 digit Account Control.
- An adding machine/calculator tape should accompany deposits containing ten or more checks.
- Summarize the reason for deposit and receipt number range in the comment field.
- Detailed information, for your internal use only, should be kept on a separate sheet of paper and kept in your office for attachment to your validated receipt.
- Enter the total amount of checks or currency to be deposited to the account.
- Circle the type of deposit: cash, check, credit card type.
- Enter in a departmental contact name and phone number in case questions arise.

Correction of Errors

If an error, as to account number or distribution, is found on the General Receipt the day the funds are deposited at the Business Office, contact the Business Office prior to 5:00 pm so that an attempt will be made to correct/clarify the problem prior to posting into FAMIS.

If any error is found on the General Receipt on a day after the day deposited at the Business Office, the department will have to either prepare a Departmental Correction Request (DCR) or notify the accountant assigned to them so that an accounting correction can be made.

Reporting Over & Short

A daily accounting of cash received from sales or deposits will be balanced against the total amount on the daily ledger or on the departmental cash register.

If the amount of funds ready to be deposited is less than the amount receipted, you have a cash-short situation. This situation may occur when the cashier gives a customer too much change. For example, you sold 100 tickets at \$5 each. You have receipts that total up to \$500, but you only have \$495 in cash and checks. You have a cash-short situation. You will deposit the \$495 and report revenue of \$500 and \$5 cash short. Use of personal funds to make up the difference is strictly prohibited.

<u>Department Reconciliation</u>		<u>Business Office Deposit</u>	
Cash & Checks	\$ 495.00	Tickets Account Deposit	\$ 500.00
Total		Amount	
Receipts Total	\$ 500.00	Tickets Account Short	\$
		(0705)	(5.00)
)
Difference	\$ (5.00) Short		\$ 495.00

If the amount of funds ready to be deposited is more than the amount receipted, you have a cash-over situation. This situation may occur when a cashier does not give a customer enough change back. For example, you sold 200 tickets at \$5 each. You have receipts that total up to \$1000, but you have \$1010 in cash and checks. You have a cash-over situation. You will deposit the full \$1010, \$1000 to revenue and \$10 as cash over. All overages must be deposited at the business office.

<u>Department Reconciliation</u>		<u>Business Office Deposit</u>	
Cash & Checks	\$ 1,010.00	Tickets Account Deposit	\$ 1,000.00
Total		Amount	
Receipts Total	\$ 1,000.00	Tickets Account Over	\$ 10.00
		(0705)	
Difference	\$ 10.00 Over	Business Office Receipt	\$ 1,010.00
		total	

All funds must be deposited at the Business Office and any amount that is over or short is to be reported on the same day. The cash over or short must be reflected on the General Receipt Deposit Form using the department's s/l account and object code 0705. The cash over/short should also

be listed on the cash reconciliation. A shortage will be listed on the form as a negative number, while the amount of the receipts will be listed as a positive number. The net of these amounts will equal to the amount of the deposit.

Overages and shortages will be reviewed by the Accounting Services department on a regular basis. The department may be contacted after the review to explain any over and short activity and what corrective action has taken place or may be necessary.

Where to Make Deposits

Deposits should be taken to the Business Office in the Student Services Center (round building). Hours of operation are from 8:00 a.m. until 5 p.m., Monday through Friday. Please allow sufficient time for the Business Office to process your transaction prior to the close of the business day. Deposit transactions should arrive 30 minutes prior to close of business during off peak periods or greater than 30 minutes during peak periods or if a large sum of currency is deposited. There is no night deposit available. See Safekeeping of Funds for information on securing your deposit until the deposit is made.

Change in Custody of Deposit

Any time cash is transferred from one person to another, cash should be counted in the presence of both parties. The cash transfer should be documented by having both parties sign a change of custody form or log. Cash transfers typically occur when department personnel send cash collections to the Business Office for deposit. Please note that the receipt provided by the Business Office cashier to the person making the deposit suffices as proof of change in custody between the delivery person and the Business Office.

How to Transport Deposits

Care in transporting funds to the Business office must always be a high priority.

- Deposits must never be sent by campus mail.
- Departments handling deposits in excess of \$2500 (excluding restrictively endorsed checks) must contact the University Police Department at extension 4242 to arrange for an escort from the department to the Business Office.

What to Bring to the Business Office

Being prepared is essential to the accurate and proficient processing your deposit. Bring the following items to the Business Office when making a deposit.

- Completed General Receipts Deposit Form (including valid FAMIS account number) – original plus a copy
- Pink copy of the receipt(s) from the University issued General Receipts Deposit Book
- For departments using cash registers and pre-numbered tickets in lieu of General Receipts Deposit Book, a copy of the reconciliation sheet for deposit.
- The money (cash, checks with tapes) that make up your deposit.

Failure to provide all of the above may result in rejection of your deposit.

What the Business Office-Cashier Does with the Department's Deposits

The cashier will count the funds in front of the departmental representative, enter all data from the General Receipt Deposit Form into the cashiering system and issue a Business Office system generated receipt (General Receipt). The General Receipt is given to the departmental representative. The department should immediately compare the total on the General Receipt with the department's General Receipt Deposit Form copy to ensure that the amounts are identical. Discrepancies must be reconciled at once.

While the Business Office is processing the deposit, they look at the following:

CHECKS

- They are restrictively endorsed
- Dates are not stale-dated (expired date) or post-dated (future date)
- Checks should be made payable to "Texas A&M University-Corpus Christi" or "TAMU-CC"
- Written amount and numerical amount agree
- Payor's signature is not missing
- Checks are drawn on a U.S. bank and in U.S. funds

CASH

- Make sure the count is accurate
- Look for counterfeit currency
- Look for altered currency
- Verify that all currency is in U.S. funds

General Receipt Deposit Form

- Check for mathematical accuracy
- Verify that the information on the form is legible
- Verify charges are listed properly
- Verify all account number fields are filled in
- Verify that the funds received equal the deposit form

The Business Office will retain the General Receipts Deposit form and the individual receipts (pink copy) or cash register/pre-numbered tickets to be submitted to the Business Operations Supervisor (BOS) in the Business Office for auditing.

RECONCILIATION OF RECEIPTS

Purpose

This section of the document explains procedures to ensure that all funds are properly deposited and recorded by reconciling copies of deposits to the FAMIS statements.

Procedures to Reconcile Accounts

Using Validated Copies

Departments that have access to FAMIS can look up their accounts on a daily basis to verify the amounts and account numbers uploaded from the Business Office. It may take anywhere from 2 to 4 business days for deposits to show up in FAMIS. The amount posted in FAMIS (or shown on your FAMIS Monthly Financial Statements) should be compared to the validated TAMU-CC General Receipt.

In most cases the information is available on the second day following the actual deposit unless there is a problem with the upload, or the deposit item is in suspense for verification or correction of an account number. Items posting to suspense may be the result of an incorrect account number given to Business Office staff.

Using FAMIS Statements

On a monthly basis, departments receive FAMIS Monthly Financial Statements. Total deposits and account balances should be verified against totals in the departmental records. An analysis of outstanding deposits should be made and checked for further disposition. Receipt books should be reviewed to make sure all receipts are accounted for.

How and Where to Report Discrepancies

If a deposit line is not found or a discrepancy is found on FAMIS Monthly Financial Statements or in FAMIS, contact your accountant in Accounting Services for clarification.

CREDIT CARDS/SANDDOLLAR CARDS

Purpose

This section of the document defines and outlines University Procedures with regard to the acceptance and handling of credit and debit card transactions. For detailed information on the handling of credit cards, see the University's Rules and Standard Administrative Procedures for Credit Card Collections ([21.01.02.C1.01](#)) and Online Payments ([21.01.02.C1.02](#)).

Introduction

To accommodate customers wanting to pay by credit or debit card, authorized units may accept Visa/MasterCard, Sanddollar Card, Discover and/or American Express payments. This process is consistent with other cash handling procedures, though some additional steps are required.

Generally, only authorized cash collection units may request authorization to become a Visa/MasterCard/Sanddollar Card/American Express/Discover merchant.

The cards listed are the only type authorized for use at the University. This is in an effort to contain costs to the departments and the University by directing volume to a limited number of card vendors; as volume increases discounts can better be negotiated to the merchant's (University's) benefit.

PCI Training

All Texas A&M University-Corpus Christi employees who have access to credit card information, either directly or indirectly, including but not limited to cashiering, business functions, and IT access to systems which handle such information are required to take Course 11013 : PCI-DSS for Merchants training annually. The purpose of the course is to familiarize the employee with the security issues inherent with credit card payment processing and the security standards that are required by the payment card industry to safeguard credit card information. It is recommended that employees also take Course 2112477: PCI-DSS for Cashiers. PCI training can be accessed through Texas A&M University system Train Traq which can be found on Single Sign On at <https://sso.tamus.edu/Logon.aspx> . Departments should keep a copy of each employee's transcript from Train Traq showing completion of the training.

PCI Compliance

Any group who accepts credit cards on behalf of the university is expected to abide by the industry security requirements known as [PCI-DSS](#). Once a year, all Texas A&M University System members are required to complete an official PCI-DSS Self-Assessment Questionnaire (SAQ) using the [Campus Guard portal](#). The PCI-DSS Self-Assessment Questionnaire is a validation tool intended to assist merchants and service providers in self-evaluating their compliance with the Payment Card Industry Data Security Standard (PCI DSS).

Departmental Responsibility

Credit card, debit card, and sanddollar transactions are monetary transactions and therefore are subject to the same control and reconciliation procedures as cash transactions. A daily accounting

of receipts, from sales or deposits, should be balanced against these electronic transactions and submitted to the Accounting Services Department. Automatically, the actual funds for the credit card transactions are electronically deposited into the University's bank account and are reconciled daily and monthly by the Accounting Services Office.

All departments that wish to accept credit card payments through any media (electronic, Web) should have a unique merchant number. Departments should request an application from the Accounting Services Department, which must be approved by the AVP/Comptroller's Office to become a merchant. The Accounting Services Department makes arrangements with the University's designated bank to issue merchant numbers, establishes them with the approved processor and has them associated with one of the University's bank accounts. If requesting merchant numbers for use with a credit card terminal, provide the account number to be charged for the terminal. All terminals must be PCI compliant. Terminal orders should be routed through the Accounting Services Department to ensure terminal is PCI compliant and is comparable to those used by the Business Office. For more information on using the web to accept credit cards on University Web Sites please contact the AVP/Comptroller's Office about using MarketPlace, the University's approved method for taking credit cards online.

All units authorized to accept credit, sanddollar and debit card payments must exercise reasonable care in screening transactions to reduce card misuse and loss of funds (see [Best Practices in Accepting Credit Cards for Payment](#) section below).

Procedures to Deposit and Report Credit and Debit Sales

Credit and debit card deposits must be reported to the Accounting Services department on a daily basis.

- A Summary report, Detailed report, and Settlement report must be printed at the end of each day. The Summary and Detailed reports must be run prior to settling the batch at the end of the day. After balancing the batch, the batch must be settled. When the batch settles, a Settlement report will print.
- Use the Settlement report as part of daily balancing and attach to the Summary and Detailed reports.
- Enclose the printed Summary, Detailed and Settlement reports with the daily balancing sheet including account numbers for posting of revenue, and forward to the Accounting Services Office.
- The card terminal will electronically remit daily totals directly to the bank. However, if you fail to settle the batch appropriately, funds will not be remitted to the bank.
- If a terminal is inoperative, contact the Business Office for alternative procedures.

Charge-backs and rejects of card transactions will be charged to the departmental account. Bank reports reflecting rejects and charge-backs will be sent to the originating department from the Accounting Services Office. A limited time is allowed for the department to respond to a chargeback in order to avoid the reversal of the payment. It is important to respond to chargeback's quickly in order to avoid loss of revenue.

Upon installation, the Business Office can provide instructions on the use of the terminal, instruction forms for use of terminal, and generating settlement reports.

Monthly Reconciliation of Statements

On a monthly basis, departments receive FAMIS Monthly Financial Statements. Total deposits and account balances should be verified against totals in the departmental records. An analysis of outstanding deposits should be made and checked for further disposition

Best Practices in Accepting Credit Cards for Payment

DO....

- Use a terminal or third party provider that truncates all but the last 4 digits of the card number.
- Store all materials containing cardholder account information in a restricted/secure area.
- Limit access to sales drafts, reports, or other sources of cardholder data to your employees on a need to know basis.
- Cross-cut shred materials containing cardholder account information when no longer needed.
- Immediately notify the AVP/Comptroller of any suspected or confirmed loss or theft of materials or records that contain account information retained by merchant or its third party who will in turn immediately notify Global Risk Management.
- Require that employees conducting in-person credit card transactions always keep the credit card within the customer's sight.
- Accept credit card transactions for no more than the amount of the purchase.
- Retain signed credit card slips for a maximum of 2 years.
- Ask the card holder for identification.

DON'T....

- Process cash advance transactions
- Use a credit card to guarantee a check
- List a cardholder's personal information on a debit/credit card slip
- Record the CVV2/CVC2/CID on the credit card slip
- Retain or store the complete contents of a card's magnetic stripe
- Sell, transfer or disclose cardholder account information

NEVER HONOR A DEBIT/CREDIT CARD WHEN....

- The customer does not have the actual card
- The card appears to have been altered or tampered with
- Authorization is declined, or you are told to pick up the card
- The signatures do not match

Retention of Credit Card Slips

In order to properly address chargeback issues, merchants must retain signed copies of sales drafts bearing cardholder signature to address cardholder inquiries and requests for copies. Departments must retain the original draft or a legible copy of debit/credit card slips for 2 years from the date of the transaction in accordance with records retention schedule.

Stored sales drafts and other transaction data should be safeguarded with limited access. Each merchant must keep all systems and media containing cardholder, account or transaction information (whether physical or electronic) in a restricted, secure manner so as to prevent access by or disclosure to any unauthorized party. At the end of the 2 year retention period, transaction data such as sales drafts, reports, and other media with cardholder account data must be **crosscut** shredded.

You should always keep complete records for all credit card transactions for chargeback requests.

Getting Help

If you have any questions or problems with a credit card terminal, please call the Business Office for assistance. For assistance with Sanddollar terminals, contact the University Sanddollar Office.

INCOMING WIRE TRANSFERS

Purpose

This section of the document defines and outlines University procedures regarding incoming wire transfer transactions. These transactions typically are U.S. Government funding or other special payments.

Wire Transfer Requirements

The Accounting Services Office should be contacted prior to the initiation of a wire transfer if the department is aware of the pending wire. This allows the Accounting Services Office to identify/match the transaction and post to the correct account in FAMIS. A copy of the information regarding the wire should be sent to the Accounting Services Office at Unit 5737 and should include:

- Source of wire (sender or bank).
- Any identifying code numbers (reference & verification).
- Date wire is expected.
- Amount of wire transfer.

All incoming wires should be directed to Texas A&M University-Corpus Christi's Depository Bank (Wells Fargo Bank) with instructions to the sender to include as much pertinent information on it as possible for identification purposes; i.e., for Tuition & Fee payment, the account name and number, invoice number, etc.

The Accounting Services Department can provide you with the wire address if and when needed.

Wire transfers may incur a wire transfer fee. The Accounting Services Department may allocate any such fees to the receiving department. Unidentified wires will be credited to the University's miscellaneous revenue account if they are not timely identified by a department or unit.

FOREIGN CHECKS

Purpose

This section of the document defines University procedures on the acceptance and handling of foreign checks.

Introduction

Any check not drawn on a U.S. bank or which does not have a U.S. clearing bank listed on it is considered a foreign check even if the check is payable in U.S. funds.

Any departments accepting checks should have a statement in all publications (paper and electronic) to the effect:

“We only accept checks drawn on a U.S. bank and payable in U.S. funds.”

In the event that a foreign check is received by a department, and no other form of U.S. payment is available, the check must be submitted to the Business Office who will deposit the check to the bank. When the university receives credit, which may take up to 6 weeks, the respective department will receive income less any charges imposed by the bank.

GIFTS/DONATIONS

Purpose

This section of the document outlines and defines procedures for handling charitable gifts to Texas A&M University-Corpus Christi.

Introduction

Texas A&M University-Corpus Christi is legally and ethically bound to maintain proper financial accounting of all gifts to the University, whether these are for \$10 or \$10 million. Therefore, any University employee in any capacity who accepts a gift – regardless of the gift's amount, value or form – is responsible for ensuring that the gift is properly handled and communicated to the Office of Institutional Advancement.

All charitable gifts to Texas A&M University-Corpus Christi are processed through Office of Institutional Advancement. Institutional Advancement should be contacted at extension 2523 to report all donations prior to deposit at the Business Office.

The University is required to send a quarterly report to the Texas A&M University System Office ([System Regulation 21.05.01 Gifts, Donations, Grants, and Endowments](#)) listing all fundraising activities for our University. The only gifts included on this report are those processed through Institutional Advancement and entered into the University's central database. Communication with Institutional Advancement ensures proper receipting and acknowledgement of donors. Without an official University receipt, the donor may not be able to take an IRS tax deduction for the gift amount. Donor information is recorded in our database for historical tracking of the donor's relationship with the University.

Gift/Donation Processing

When your department receives any type of gift, it is preferred that you hand deliver the gift to Institutional Advancement along with a Report of Gifts Received form. This form can be found under the Forms section on the Institutional Advancement website at <https://www.tamucc.edu/institutional-advancement/index.php>. If it's a monetary gift, the Institutional Advancement Office will record the gift, deposit it into the proper account per your instructions, issue a receipt to the donor, and track the gift in the gift database. If the gift is non-monetary, the Institutional Advancement Office will guide you on the proper way these gifts need to be processed to remain in compliance with system regulations.

If you choose to deposit the donation at the Business Office, you must deposit the donation to your gift account using a gift object code. If your department does not have a gift account, you should contact the Institutional Advancement Office for further instructions. Submit the completed Report of Gifts Received form along with a copy of the Business Office receipt and copy of the check to Institutional Advancement to notify them of the deposit. Institutional Advancement Office will record the gift, issue a receipt to the donor, and track the gift in the gift database.

Report of Gifts Received Form

Report of Gifts Received

Return this form to:
Advancement Services, Unit 5741

For questions, please call:
Gift Processor x3292 or Director of Advancement Services at x5559

Gift Received by (Department): _____

Department Contact Name: _____ Phone: _____

Date gift received: _____ Has gift been deposited? ____ If so, Date Deposited: _____
(attach copy of deposit receipt)

Gift Type	Amount	Account Name and Number gift was/should be deposited into:
<input type="radio"/> Check	\$	
<input type="radio"/> Cash	\$	
<input type="radio"/> Credit Card Options -Online Giving Website: <i>*giving.tamucc.edu*</i>	\$	Notes:
<input type="radio"/> In Kind/Other: Value:	Please describe the In Kind/Other gift <i>(please provide copies of the appraisal paperwork if item is valued at \$5,000 or above):</i> _____ _____ _____	

Purpose of Gift: _____

Donor Name, Contact Person (if donor is a business), Address & Phone Number
(Please include position title (i.e. President, Manager) for contact person)

Please send copies of the following paperwork with this form:

- All correspondence relating to this gift (thank you letter, etc.)
- Copy of check, deposit memo and receipt (business office deposit receipt)
- Copy of solicitation (such as event flyer, letter asking for donation, etc.)

Thanks for your cooperation!

Gift-in-Kind Reporting Form

Texas A&M University-Corpus Christi

Gift-in-Kind Reporting Form

The Internal Revenue Service requires the University to report the value of non-cash donations at reasonable market value. Please note: the "estimated dollar value" amount of the non-cash donation listed on this form will be used **for internal purposes only** and may not meet the IRS requirements for income tax deduction purposes. Also note that the value of time and services is NOT tax-deductible.

To establish the fair market value of non-cash donations, please use the following guidelines:

- **Estimated value is less than \$5,000:** The donor will be asked to supply reasonable documentation as to the fair market value of the donation
- **Estimated value is \$5,000 and up:** IRS regulations require the donor to provide a written appraisal by a qualified appraiser and to complete IRS Form 8283. Both the written appraisal and Form 8283 must be filed with the donor's tax return. The written appraisal must be obtained by the donor before making the non-cash donation.

Date Item Received: _____ Donor Name / Company: _____

If Corporation or Organization Gift, Contact Person to receive acknowledgement:

Title of Contact Person: _____

Address of Donor: _____

City: _____ State: _____ Zip: _____

Telephone Number: () _____ Email: _____

Description of gift / donation (please be specific): _____

_____ Estimated value: \$ _____

(Please attach copy of appraisal paperwork if item value is \$5,000 and up)

Purpose for gift / donation: _____

Source of funding for maintenance & operation of gift (if needed): _____

****Please submit all correspondence pertaining to the gift with this form****

Tax Form 8283 received, if needed: Y or N

University Representative receiving gift / donation: _____

Department: _____ Ext: _____

Dean: _____ Ext: _____

Assistant VP for Development: _____ Ext: _____

*Only gifts valued at \$5,000 and up will require signatures from the Department Dean & Assistant VP for Development.

Return this form to:

For questions, please call:

Institutional Advancement, USC, Unit 5741

Institutional Advancement, x5559

We appreciate your support of *The Island University!*

Texas A&M University-Corpus Christi
Office of Institutional Advancement · 6300 Ocean Drive, Unit 5741 · Corpus Christi, TX 78412-5741
(361) 825-2420 · Fax (361) 825-5930

Gifts \$1,000,000 or Greater

System Policy 21.05 states that the Chancellor or designee has authority to accept any gift with a fair market value of \$1,000,000 or greater after the review and recommended approval by System Office of Budgets and Accounting (SOBA) and System Office General Council. A copy of the Request for Authority to Accept Gifts \$1,000,000 or Greater form can be found at: <http://www.tamus.edu/assets/files/budgets-acct/pdf/AcceptanceRequest.pdf>. This form should be completed prior to acceptance by any Member.

If SOBA does not have a copy of this form when compiling the gift report you may be asked to provide a signed copy.

Request for Authority to Accept Gifts \$1,000,000 or Greater form

The Texas A&M University System Request for Authority to Accept Cash Gifts \$1,000,000 or Greater

Date _____ System Member _____

In accordance with System Policy 21.05, *Gifts, Donations, Grants, and Endowments*, cash gifts of \$1,000,000 or greater require approval by the chancellor or designee, after review and recommended approval by the Office of General Counsel and the Office of Budgets and Accounting, prior to acceptance by the Chief Executive Officer (CEO). Cash gifts received from affiliated organizations are exempt from this approval requirement. The CEO may accept cash gifts of less than \$1,000,000, provided there are no restrictions that are discriminatory or which violate any federal or state law, or system policy.

Please complete the form below and attach detailed supporting documentation to substantiate approval of the gift. After CEO or CFO has signed the form recommending approval, submit the signed form and supporting documentation to SOBA for routing within System Offices.

Donor Name _____

Gift Amount _____

Donor Restrictions _____

Recommend Acceptance

Chief Financial Officer Date

President/Director Date

System Office approval to accept gift, in accordance with System Policy 21.05

Legal Sufficiency

General Counsel Date

Review

Chief Financial Officer Date

Approval

Chancellor or Designee Date

Pledges

The Governmental Accounting Standard Board (GASB), in <https://www.gasb.org/page/PageContent?pageId=/standards-and-guidance/pronouncements/summary-statement-no-33.html>, requires all pledges to be accounted for in the financial reports of the University. All pledges need to be reported to the Institutional Advancement Office.

Questions

Please call contact Institutional Advancement at extension 2523 if you have questions regarding processing of gifts.

COURSE FUNDRAISING/PHILANTHOPY REQUESTS

From time to time a faculty member may sponsor fundraising activities benefitting an outside organization with his/her students in a particular course. Approval by the dean, department head or sponsor should be received in advance of any fundraising activities. This can be obtained by filling out the Course Fundraising/Philanthropy Request Form. This form was developed to ensure that the professor/sponsor will assume responsibility for conducting the project in compliance with the policies and regulations of Texas A&M University-Corpus Christi including Basic Cash Handling Procedures. The professor/sponsor will be required to comply with [System Policy 21.01.02 Receipt, Custody, and Deposit of Revenues](#) and the procedures outlined in this document, including required training and background check.

A [New Account Request](#) (NAR) Form, which is available on the Accounting Services website, should be filled out and submitted to the Accounting Services Department for each fundraising activity benefitting an outside organization. The NAR will initiate the set-up of an agency fund account (094xxx/94xxxx).

Proceeds of the fundraising activity should be turned in to the College's Business Coordinator/designee to ensure timely deposit of funds. Daily deposits are required when monies collected are more than \$500. Each department or unit, which collects nominal amounts of local income, is exempt from this daily deposit requirement, but must make deposits whenever the amount on hand reaches \$500 and at least once every three business days regardless of the amount.

Upon completion of the fundraising project, the Business Coordinator or designee should prepare a voucher create form to request payment to the beneficiary organization.

Course/Department Fundraising/Philanthropy Request Form

Course/Department Fundraising/Philanthropy Request

This form is to be used when a faculty member (with his/her students in a particular course) or a department sponsors fundraising activities benefitting an outside organization. Approval should be received in advance of any fundraising activities. Attach a copy of the Request for Solicitation on Campus form approved by the University Services Director.

Fundraising Activity: _____

Professor/Sponsor: _____

Email: _____ Phone No. _____

Course Name/Number/Section: _____

Proposed Date(s)/Time(s): _____

Organization(s) Benefitting: _____

Brief Description of Project (Raffles are not allowed) _____

Briefly describe how revenue will be collected: _____

Briefly describe how funds will be safeguarded: _____

Sponsor is responsible for ensuring that **sales tax** is collected when required. For more information on sales taxes, visit the TAMUS Tax Manual at <https://www.tamus.edu/business/budgets-and-accounting/tax-services/tax-manual/>. **If food is involved, please complete the Exemption Form for Food Service on Campus.**

Signatures

The sponsoring professor/department sponsor assumes all responsibility for conducting the project in compliance with the policies and regulations of Texas A&M University Corpus Christi including Basic Cash Handling Procedures.

Professor/Sponsor Signature

Date Submitted

Dean/Department Head Approval Signature

Date Approved

Please forward a copy of the approved form to the Comptroller's Office, Unit 5737, fax ext 5925.

If space is requested, a copy of the approved form must also be forwarded to UC Scheduling Office, Unit 5783, fax ext 5201.

CHECK CASHING

Purpose

This section of the document outlines and defines University procedures regarding check cashing privileges.

Check Cashing Requirements

- **Cashing of checks by departments is strictly prohibited under any circumstances. The Business Office is the only authorized check cashing facility at the University.**
- A maximum of \$25 in checks per person, per day, will be cashed by the Business Office.
- Checks will only be cashed for current students, faculty, and staff with a valid Sanddollar ID Card.
- The name, address, UIN or Student ID number, and phone number of the person cashing the check should be included on the face of the check.

Returned Checks

- Any check cashed at the Business Office and returned by the bank for any reason is subject to a Service Charge of \$25.
- Immediate restitution by the employee or student for the returned check(s) and service fee(s) is required.
- Students will be placed on hold, which will deny registration and release of transcripts, until their account is cleared.
- Employees who have checks returned by the bank must make immediate restitution. The employee may be subject to disciplinary action up to and including termination if prompt restitution is not made.
- Payment must be made with guaranteed funds, ex. cash, cashier's check, money order.
- Check cashing privileges will be temporarily revoked until restitution is made.
- Check cashing privileges will be permanently revoked after three checks have been returned by the bank or if restitution is not made immediately.

WORKING/CHANGE FUNDS

Purpose

Working/Change funds are made available as an advance to authorized cash handling units for the purpose of making change for currency sales and/or services. [System Regulation 21.01.11 Working Funds](#) requires that **all** requests for working/change funds include a copy of departmental procedures for handling the fund. All departments, requesting working/change fund, are required to submit a completed Certification of Departmental Cash Handling Procedures form in order for their request to be considered.

Types of Working Funds

There are two main types of working funds: permanent and temporary. Permanent Working Funds are used by departments that receive cash and are required to make change on a daily basis. Temporary Working Funds are change funds obtained for a one time purpose, event, etc.

Permanent Working Funds Request and Authorization

A request for a Permanent Working Fund requires the following be submitted to the AVP/Comptroller's Office for consideration:

- Petty Cash Form detailing justification for need of fund (available on Business Office website)
- Completed Certification of Departmental Cash Procedures form (available on Accounting Services website)
- Certification of Custody of Working Funds and Statement of Responsibility Form (available on Accounting Services website)
- Proof of Background Check on file with Human Resources Office
- Proof of Cash Handling Training of working fund custodians
- Proof of Payment Card Industry (PCI) Data Security Standards training (available on TrainTraq) if credit cards will be accepted as a method of payment. (See section [Credit Cards/Sandollar Cards](#) for more information on requirements.)

The person being issued the permanent working fund must be an employee of Texas A&M University-Corpus Christi and must be the person that picks up the money at the Business Office. A form of ID is required when picking up the permanent working fund. Students and/or student employees are not eligible to be working fund custodians.

Once approval has been obtained, the approved Petty Cash Form should be taken to the Business Office where it will be reviewed and the approved amount issued to the person on the form. A picture ID and signature will be required to complete the transaction.

Documentation listed above, excluding the petty cash form, that is used to initiate a Permanent Working Fund must be reviewed, verified, updated, and re-signed annually. The AVP/Comptroller's Office will initiate review in early spring by sending out a request for updated documentation.

When no longer needed, contact Accounting Services Department for the proper account number to deposit the working fund into. Once deposit has been made, a copy of the receipt should be returned to the AVP/Comptroller's Office in order to clear the Permanent Working Fund.

Certification of Departmental Cash Procedures Form

Texas A&M University - Corpus Christi
Certification of Departmental Cash Handling Procedures
(Department With A Working Fund)

Department _____

Department Head _____

Business Manager/Coordinator _____

CUSTODY OF CASH

Primary Custodian of Cash Funds _____

Secondary Custodian of Cash Funds _____

Adequate and proper facilities (vault, locked cash drawer, etc.) are provided for securing funds.

YES NO

Describe facilities used for securing cash funds

Describe procedures in place for securing cash

When custody of cash is transferred from one individual to another, cash is counted in the presence of both parties and the amount is recorded on a change of custody form or log and signed by the person accepting custody of the cash.

YES NO

RECEIPTS

Check off which type of receipting process you use

- Cash receipts through general receipt book issued by Bursar's Office
(List beginning receipt #) _____
- Cash Register
- Pre-numbered tickets
- Other, specify (must have approval by EVPFA)

Describe the receipting process followed by your department

TAMUCC General Receipt Books - only

All fields in your department's TAMUCC General receipt book are being filled out when receipts are written.

- YES
 NO
 N/A we do not use general receipt books

If you answered no to the above, do you have written approval from the Comptroller's Office to leave a specific field blank? If Yes, attach a copy of approval.

- YES
 NO
 N/A we do not use general receipt books

All receipt numbers are accounted for including voided receipts.

- YES
 NO
 N/A we do not use general receipt books

Cash Registers - only

Daily reports are prepared to compare collections with register readings, identify overages and shortages, and document remittance of funds.

- YES
 NO
 N/A we do not use cash registers

TRANSMITTAL OF DEPOSITS TO BUSINESS OFFICE

Describe procedure of transmitting deposits to Business Office

Checks are endorsed "For Deposit Only" immediately upon receipt.

- YES
 NO

All fees and other charges collected, proceeds of cash sales, and proceeds from other sources are deposited to the Business Office daily when amount exceeds \$500, or when the amount on hand is less that \$500, at least once every three business days.

- YES
 NO

Each person transporting cash funds in excess of \$5,000 (excluding restrictively endorsed checks) between offices or between an office and the Business Office is accompanied by a University Police Officer. Cash Funds and negotiable securities in the amount of \$2,500, but no more than \$4,999.99, must be transported by at least two personnel with a third party being notified of the transport.

- YES
 NO

The department does not use the working fund as a petty cash drawer. The funds collected are not used for any other purpose than for deposit to the Business Office.

- YES
 NO

ACCESS TO CASH

Identify all positions with access to cash.

ADEQUATE SEGREGATION OF DUTIES

Identify the position responsible for Collecting Funds.

Identify the position responsible for Verifying Funds.

Identify the position responsible for Depositing Funds.

Identify the position responsible for Reconciling Accounts.

Describe details outlining your department's segregation of duties.

VERIFICATION OF CRIMINAL BACKGROUND CHECKS

Background Checks completed and on file in Human Resources for all employees handling cash

- YES NO

VERIFICATION OF REQUIRED TRAINING

All Employees Handling Cash have been trained on departmental cash handling policies and procedures.

- YES NO

All Employees Handling Cash have completed TAMUCC Cash Handling Training (TrainTraq Course No. 2111465) within the past 12 months.

- YES NO

All Employees Handling Credit Cards have completed TAMUS PCI Training (TrainTraq Course No. 11013 and TAMU-CC TranTraq Course No. 2112477).

- YES NO N/A we do not accept credit cards

POSITION DESCRIPTIONS

Position Descriptions have been reviewed and updated to include cash handling as a duty for employees handling cash at least 5% of their time.

YES

NO

OTHER PROCEDURES/COMMENTS

Certification Statement:

I understand that as the chair or head of a department, office, or laboratory that accepts cash or checks for any purpose, I am responsible for ensuring that proper procedures for handling and accounting for cash are followed, and that cash handling requires special control measures that must be monitored continuously by supervisory personnel to detect any weaknesses. I have reviewed my department's detailed cash handling procedures and certify to the best of my knowledge and belief, that they comply with System Policies 21.01.02 Receipt, Custody, and Deposit of Revenues and 21.01.11 Working Funds.

Department Head Approval

Date

Bursar Office Approval

Date

Certification of Custody of Working Funds and Statement of Responsibility Form



**CERTIFICATION OF CUSTODY OF WORKING FUNDS
AND STATEMENT OF RESPONSIBILITY**

I, _____, hereby certify that I have in custody
\$ _____. I also certify that I have received and read a copy of the University Procedures
on Custody of Cash & Cash Handling. I understand that if I violate this policy, I may be subject
to disciplinary action and the Department may lose working fund benefits.

Department

Cash Custodian Signature

Date

Procedure to Change Custodian

If a fund custodian is transferring jobs or terminating employment at Texas A&M University-Corpus Christi, it is necessary to transfer the fund to a new custodian. The new custodian must have received the required training and background check. The fund should be counted and reconciled by the current custodian and then turned over to the new holder. The new custodian should acknowledge receipt of the fund by signing a Transfer of Working Fund Accountability form documenting the transfer of funds and the accompanying responsibility. The form can be found on the [Accounting Services](#) website.

The form must be sent to the Accounting Services department whenever a change in custodian occurs.

Transfer of Working Fund Accountability Form



Transfer Of Working Fund Accountability

To: Accounting Services
Unit 5737

Date of Transfer: _____

From: Custodian (printed) _____

Department _____

Account Name: _____

FAMIS Account # _____

The Change Fund of this department in the amount of \$ _____ is
being transferred to a new custodian. The fund has been counted, cash totaling
\$ _____ has been turned over to the new custodian.

Transfer by Former Custodian:

(signed) _____

(printed) _____

Phone #

Received by New Custodian:

(signed) _____

(printed) _____

Phone #

Approved by Supervisor:

(signed) _____

(printed) _____

Phone #

Temporary Working Funds

All issuances of temporary working funds are required to have advanced written approval by the AVP/Comptroller of Texas A&M University-Corpus Christi. All departments requesting temporary working/change funds are required to submit a completed Certification of Departmental Cash Handling Procedures form and a Temporary Working Fund Request Form to the AVP/Comptroller's Office at least **three** weeks in advance of their event to allow time for review and processing. These forms can be found online on the [Accounting Services](#) website.

The person being issued the temporary working fund must be an employee of Texas A&M University-Corpus Christi and must be the person that picks up the money at the Business Office. A form of ID is required when picking up the temporary working fund. Students and/or student employees are not eligible to be working fund custodians.

Once approval has been obtained, the Temporary Working Fund Request Form should be taken to the Business Office where it will be reviewed and the approved amount issued to the person on the form. A picture ID and signature will be required to complete the transaction. The Business Office will maintain ownership of the original form until the funds are returned and receipt of funds is acknowledged on the form.

Temporary Working Funds should be returned to the Business Office no later than the next business day following the end of the event date as listed on the Temporary Working Fund Request Form. Receipt Books, lock bags, and/or endorsement stamps should also be returned at this time.

The Temporary Working Funds must be returned to the Business Office. Do not have these funds deposited. The Business Office will verify and acknowledge receipt of the funds and any applicable receipt books, endorsement stamps, and/or zip lock bags with key. A copy of the original Working Fund Request Form with the proper acknowledgements will be issued as the final step.

Temporary Working Fund Request Form

Temporary Working Fund/Receipt Book Request Form

Working Funds Custodian/ Title Faculty Staff

Department: UIN/Last 4 digits of SSN: Telephone No.:

Amount Requested: Account No.:

Funds will be used from this date: until this date:

Note: Working Fund Custodian must show proof of identification when picking up funds from Business Office. Funds will only be issued to Working Fund Custodian. Background check must be on file in Human Resources. Proof of Cash Handling training required. Proof of PCI Training if credit cards will be accepted.

If request is for receipt book only, please check: Training Transcript Attached

Credit cards will be accepted: Yes No PCI Training 11013 Completed PCI Training 2112477 Completed

Purpose for Funds/Receipt Book:

State where and how funds will be secured:

For Comptroller's Office Use Only:

Background Check on file? Yes No Cash Handling training on file? Yes No

Department cash handling procedures on file in Comptroller's Office? Yes No

PCI training on file? Yes No N/A

Verification Signature _____

Receipt Book Requested: Yes No Beginning Receipt No.

Department Head/Business Coordinator
Approval Signature

AVP and Comptroller/Assistant Comptroller
Approval Signature

Receipt of Funds:

Signature _____ Date _____
I acknowledge receipt of the above mentioned funds and agree to return the funds upon completion of the event.

Return of Funds:

Signature _____ Date _____
The funds were returned to Business Office.

Working Fund Custodian Responsibilities (Permanent or Temporary)

- The custodian of the fund is fully responsible for the safekeeping of the fund and for its proper usage. The custodian must exercise caution in the administration and protection of the fund in his/her possession.
- The fund should be locked at all times and the key should be kept in the custodian's possession. At no time should the funds be left in unlocked desk drawers or cabinets. (See [Safekeeping of Funds](#) for more information.)
- Any discrepancies in the fund are the responsibility of the custodian.
- Change funds must not be commingled with other funds or used for any other purpose.

Fund Restrictions

- The working/change fund is to be used only for making change in cashiering operations.
- The working/change fund must be balanced on a daily basis.
- The working/change fund cannot be used for expenditures, i.e. as a petty cash fund.
- Each permanent working/change fund must be verified annually.
- If a unit ceases to be an authorized cash collection unit (permanent working fund); any working/change funds must be returned to the Business Office with an accompanying TAMU-CC General Receipt Form depositing the funds to the GL account number, which was debited when the change fund was established. (Contact Accounting Services Department for the proper account number to deposit the working fund into.)

Loss of Funds

- Refer to section - [Reporting Over & Short](#).
- Funds lost due to circumstances beyond the control of the custodian must be repaid from the department's funds or other available operating funds.
- In the case of burglary or theft the University Police should be notified immediately. See section on [Guidelines in the Event of Robbery](#).
- To reimburse a fund for stolen currency, a memorandum should be requested from the University Police acknowledging that the theft has been reported and investigated by them. A copy of the memorandum including the incident number and the exact dollar amount should be attached to the Petty Cash Form as detail to support the request for reimbursement.

Verification of Fund by Department

Working funds will be verified on an annual basis by the department head or designee. A verification form will be sent by Accounting Services. The Department head or designee should verify and reconcile the fund. Under no circumstance should the custodian verify the fund. This annual verification form should be submitted to the Accounting Services department. Department supervisors should periodically perform surprise counts on a regular basis.

Audit of Funds

In addition to the recommended surprise counts by department supervisors mentioned above, the Accounting Services Department will perform surprise counts of working funds.

DIRECTORY

Business Office Student Services Center Unit 5765	(361) 825- 2600 option 5
Accounting Services University Services Center Unit 5737	(361) 825- 5620
Associate Vice President & Comptroller's Office University Services Center Unit 5737	(361) 825- 5620
University Police Non-Emergency Emergency	(361) 825- 4242 911