**Cash Handling Procedures**

This document provides an overview of the cash handling procedures used by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as of this date \_\_\_\_\_\_\_\_\_\_\_\_\_\_. To ensure that cash receipts are protected, accurately processed and properly reported in accordance of the University of Missouri Policies and Procedures references provided below. Attention was also given to the separation of duties in all aspects of the cash handling process.

**Cash/Check Receipts:**

Cash and Checks received are processed as follows:

\_\_\_\_\_ Check/Cash is logged in mail/cash receipts log by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Name/Title

* see [CRM206-Mail Receipts](https://www.umsystem.edu/ums/rules/crm/receipts/crm206) for information required on log

\_\_\_\_\_ Check is endorsed with University of Missouri stamp immediately upon receipt by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Name/Title

\_\_\_\_\_ Check/Cash payments are receipted to provide written acknowledgement for individual and department by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Name/Title

* See [CRM 201 - Acknowledgement of Transactions](https://www.umsystem.edu/ums/rules/crm/receipts/crm201) for requirements

\_\_\_\_\_ CRR is prepared daily (weekly if special permission received through Cashier’s office) by \_\_\_\_\_\_\_\_\_\_\_\_\_.

 Name/Title

* For deposit with Cashiers office adding machine tape of all checks being deposited on CRR is attached to completed CRR. see [Office of Cashiers-Faculty & Staff-Reference Documents-Cash Receipt Report Procedures](http://cashiers.missouri.edu/services/Cash_Receipt_Report.pdf)
* For direct deposit CRR completed as above, copies of all checks must be made and kept as official record (5 years’ retention) and bank deposit slip is completed for deposit with bank

\_\_\_\_\_ Prepared CRR reconciled against mail/cash receipts log and actual cash/checks by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Name/Title

\_\_\_\_\_ CRR is processed by ­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and reviewed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Transporting/depositing funds:**

* All funds are to be hand-carried by a member of the unit staff to the MU Cashier’s Office or direct deposit location
* Provide the cashier with the deposit and the CRR/deposit slip

Procedures Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reconciling:**

The Unit’s fiscal lead shall reconcile the departmental CRR copies against the general ledger.

**Discrepancies:**

Any discrepancies found between the amount of cash collected and deposited/recorded in the general ledger should be reported immediately to the supervisor.

**Policy Resources**

[UM Cash Receipt Manual](https://www.umsystem.edu/ums/rules/crm/receipts/crm201)

[UM BPM-208 Cash Receipts](https://www.umsystem.edu/ums/rules/bpm/bpm200/manual_208)

[UM APPM-25.10 General Cash Transaction Guidelines](https://uminfopoint.umsystem.edu/media/fa/controller/apm/apm_25.10.pdf)

[MU BPPM 2.060 Cash Receipts](http://bppm.missouri.edu/chapter2/2_060.html)