

Department _____
Cash Handling Procedures

The Department _____ will use the PeopleSoft Financial System as its primary accounting and operating system.

Any cash or checks received on site will be posted in PeopleSoft and processed with a Cash Transmittal Form in accordance with University Policy (UD 3-21). The Cash Transmittal Form will list the correct project ID for the deposit of funds. On a monthly basis, reports from the PeopleSoft system will be run to verify funds have been deposited into the correct project ID.

Cash Procedures: Please refer to UD Policy 3-21 (Cash Receipts Policy) for policy supporting the following procedures.

1. Access to cash receipts will be restricted to the (insert job title) and the (insert job title).
2. Remittance or registration forms will include the following statement. Checks are to be made payable to the "University of Delaware." Checks are to be restrictively endorsed for deposit only to the credit of the University of Delaware immediately upon receipt.
3. Department staff listed in 1 will receive and record all cash and check receipts directly onto a Cash Transmittal Form.
4. Deposits will be transported to the Cashier's Office (insert delivery method).
5. The (insert job title) copied on all deposits.

The Senior Administrative Assistant and the Administrative Coordinator will be cross-trained so that, in the event of an absence, either can accomplish the full receipt to deposit process.

(insert manager title)

Date

(insert manager title)

Date