

Cash Handling

CASHIER'S SECTION

The Cashier's Section of the Controller's Office collects student tuition and fees, payments of obligations of students, staff, and the public to the University, and receives for deposit all monies collected by departments for sales and services.

Location and Hours

The Cashier's Section is located in French Administration 342 and is open from 8:00 a.m. to 5:00 p.m.

Deposit Times

Departments may make deposits from 8:00 a.m. to 3:30 p.m.

Account Questions

Direct questions concerning accounts due WSU to the Bursar's Office rather than the Cashier (see *BPPM 30.56*).

SAFEGUARDS

Departments are responsible for the following measures:

- Immediately receipting all monies received (e.g., cash, check, money order) at the time the monies are received.
- Immediately endorsing checks and money orders at the time the monies are received.
- Prior to deposit, providing adequate safeguards for cash and checks.

All cash and checks must be physically secure at all times. Do not leave cash or checks unattended. Store cash and checks in a secure and locked location. Control and limit access to the storage location.

- Depositing all payments to WSU *intact* at least weekly with the Controller's Office in total and in the same form as received, i.e., cash or checks.
- Depositing amounts totaling \$100 or more within 24 hours of receipt, or the next working day if amounts are received after the University's normal business hours.
- Protecting cash signing machines; signature plates; blank checks; and partially prepared, mutilated, and voided checks from unauthorized use.
- Periodically reconciling Cash Deposit Reports to the online Account Balances/Detail to ensure that all revenue has been properly posted to the appropriate accounts (see *BPPM 30.07*).

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Segregation of Duties

Individuals who collect monies and/or write receipts may not prepare and/or make deposits.

Different individuals are to perform the following functions:

- Collecting monies and preparing receipts
- Depositing receipts
- Accounting for receipts. (NOTE: This individual is issued receipts by the Controller's Office and is responsible for receipt use and inventory; see *BPPM 30.52.*)

Departments are to segregate cash receipting functions from cash disbursement functions.

Exceptions

Some small departments may not have sufficient staff to meet segregation requirements. In such a case, the departmental administrator may request an exception from the Controller's Office. The exception request should include a description of other controls used to compensate for not segregating duties, e.g., supervisory review. Send a copy of the exception request to the Office of Internal Audit.

DEPOSITS BY WSU DEPARTMENTS

Prepare deposits as described below.

Machine Tapes

Prepare the following separate machine tapes of receipts:

- A tape showing total sales
- A tape showing cash transactions
- A tape showing check transactions
- A tape showing bank card transactions

These totals must match the amounts deposited by category as shown on the Cash Deposit Report (see [Silver/Currency/Checks/Bankcard](#)).

Cash Deposit Report

Complete a Cash Deposit Report for each deposit ([Fig. 1](#) and [Fig. 2](#)).

The Cash Deposit Report (half-page) and Cash Deposit Report (full-page) forms are available in PDF and FileMaker format on the PR&F website at:

policies/ws.u.edu/prf/index/forms/

Supplies of the two-part form are available at the Cashier's window.

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Cash Deposit Report (cont.) The following instructions are keyed to corresponding numbers in Figures 1 and 2.

CASH DEPOSIT REPORT										OFFICE OF THE CONTROLLER WASHINGTON STATE UNIVERSITY			
DEPARTMENT Research Laboratories					MAIL CODE 2345	DATE 4/21/11			CONTROLLER'S RECEIPT NO. 1				
WSU Receipt Numbers		From D167947 To D167949		From ----- To -----		From ----- To -----		MISSING RECEIPT NOS. D167949 3 attach explanation					
Vendor No. (recoveries only)	Fund	Std	Prog.	Budget	Project	Source	Sub S	TT	Reference (recoveries only)	Amount			
	001	01	03A	9999	9999	420	37	01		25.00			
				4				5					
Sales Tax	149	05	18D	7873		920	10	01		1.75 6			
Cash on Account (See attached receipts.)								7	03	12.00			
SILVER 8		+ CURRENCY		+ CHECKS 38.75		+ BANKCARD		= TOTAL 38.75 9					
PREPARED BY NAME 10					PREPARED BY SIGNATURE X					APPROVED BY NAME 11		APPROVED BY SIGNATURE X	

Figure 1 - Cash Deposit Report used to deposit two checks; a payment on a previous charge (Cash on Account) and a payment not involving a previous charge.

CASH DEPOSIT REPORT										OFFICE OF THE CONTROLLER WASHINGTON STATE UNIVERSITY			
DEPARTMENT Produce Analysis					MAIL CODE 7896	DATE 4/25/11			CONTROLLER'S RECEIPT NO. 1				
WSU Receipt Numbers		From D234582 To -----		From ----- To -----		From ----- To -----		MISSING RECEIPT NOS. ----- 3 attach explanation					
Vendor No. (recoveries only)	Fund	Std	Prog.	Budget	Project	Source	Sub S	TT	Reference (recoveries only)	Amount			
000241800	001	01	10D	3980	0001	03	HC	05	P148293	25.00			
				4				5					
Sales Tax	149	05	18D	7873		920	10	01		6			
Cash on Account (See attached receipts.)								7	03				
SILVER 8		+ CURRENCY		+ CHECKS 25.00		+ BANKCARD		= TOTAL 25.00 9					
PREPARED BY NAME 10					PREPARED BY SIGNATURE X					APPROVED BY NAME 11		APPROVED BY SIGNATURE X	

Figure 2 - Cash Deposit Report used to deposit a recovery of a prior expenditure.

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Controller's Receipt Number (1) This is completed by the Cashier.

WSU Receipt Numbers (2) Indicate the numbers of WSU Receipt forms used to receipt the payments. Use the receipts in consecutive numerical order and indicate each series of receipts used. If the Receipt Log Sheet is used, enter the applicable Log Sheet Numbers.

Missing Receipt Numbers (3) Enter missing receipt numbers. Explain missing receipt on an attached memorandum. See *BPPM* 30.52 for voided receipt procedures.

Account Coding (4) Indicate the complete code for each account receiving the payment. Use a separate line for each account's summarized transactions.

NOTE: Account coding is *not* necessary for deposits of cash on account. Enter the amount only on the **Cash on Account** line at the bottom.

T.T. (5) Indicate one of the following transaction types:

- 01—Cash deposit
- 02—Cash short
- 03—Cash on account: Indicates a payment (cash or check) on a previous charge. (This transaction type is preprinted in the **Cash on Account** line.)
- 05—Recovery of expenditure: Receipt of payment that is a reduction of a prior expenditure.

Sales Tax (6) Indicate the sales tax total under **Amount**. Enter under **Project** the destination locality code. In accordance with state rules, sales tax rates are based upon the destination of the taxable item.

There are over 350 destinations available in the state of Washington. To identify the applicable tax rate, select the Rate Table link from the General Receivables Sales Tax Based on Destination website at:

genreceivables.wsu.edu/sales-tax-based-on-destination/

Cash on Account (7) A total or partial payment of a previous charge (may be cash or check). Enter only the amount received. Attach the yellow copy of the appropriate WSU receipt.

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Silver/Currency/Checks/
Bankcard (8) Enter totals for each category. Prepare two machine tapes for each bundle of checks. Prepare one tape from the *written* check amounts and another from the *numeric* amounts on checks. Compare the two tapes to verify accuracy.

Verify the composition of the deposit. Compare the amounts for each mode of payment as recorded on receipts, log sheets, and machine tapes with what is actually deposited as recorded on the Cash Deposit Report.

TOTAL (9) The total for **Silver/Currency/Checks/Bankcard** should equal the total under **Amount**.

Overages/Shortages Investigate and correct, if possible, all overages and shortages. Record uncorrected overages and shortages as described in *BPPM 30.53: Appendix*.

Prepared By (10) The individual who prepares the WSU Cash Deposit Report enters their name and signs the form.

Authorized By (11) The primary or secondary individual who is responsible for the department's inventory of WSU Receipts enters their name and signs the form. The signer is verifying that any tests or reviews requested by the department supervisor have been performed.

At a minimum, the signer verifies the following:

- The modes of payment (e.g., silver, currency, checks, bankcard) and amounts recorded on the Cash Deposit Report agree with the modes and amounts recorded on the receipts, log sheets, or machine tapes.
- The receipt forms or log sheets are used in numerical sequence (see *BPPM 30.52*).

The same individual may not sign both **Prepared By** and **Authorized By** signature blocks. See *BPPM 30.52* for WSU Receipt procedures. Facsimile signatures are not acceptable. If the primary or secondary individual is not available to sign the Cash Deposit Report, a supervising administrator may sign the form.

Recovery of Expenditure Record recoveries of monies that were previously paid as follows:

- Record recoveries on a separate Cash Deposit Report.
- Enter the complete coding exactly as indicated on the original expenditure voucher.

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Recovery of Expenditure
(cont.)

- Enter object and subobject in the **Source** and **Subsource** columns.
- Enter vendor number. (Refer to AIS Balances for the ID Number. See also *BPPM* 30.07.)
- Enter the original transaction's payment voucher number under **Reference**. (Refer to AIS Balances for the payment voucher number.)

If the original transaction has not been processed and numbers are not available, contact the Accounts Payable supervisor in the Controller's Office.

Wrap Coins

Wrap all coins in appropriate coin wrappers. Write the department name and date on the wrapper. Coin wrappers are available at the Cashier's Section.

Currency

Rubber band dollar bills in groups of 20. Wrap 5-, 10- and 20-dollar bills in \$100 bundles of each denomination.

Deposits at WSU Pullman

University departments that receive funds on behalf of the University assume responsibility for the funds. Departmental responsibility terminates when funds are received by the Cashier's Section.

Hand Delivery

All deposits must be hand-delivered.

Departments are to hand-deliver checks and cash, yellow originals of completed WSU Receipts Forms, the machine tapes, and both copies of the completed Cash Deposit Report to the Cashier's Section.

Deposits by Units at Other Campuses

Units deposit payments in a local bank at least weekly. When total receipts are \$100 or more, units deposit the funds within 24 hours of receipt, or the next working day if funds are received after normal University business hours. See *BPPM* 30.65 for bank account procedures.

Units are responsible for mailing bank deposit slips, copies of WSU Receipts, and Cash Deposit Reports directly to the Cashier in Pullman the day of deposit. Alternative procedures must be approved in advance by the responsible dean and the Controller.

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DEPOSITS BY REGISTERED STUDENT ORGANIZATIONS

Direct questions concerning registered student organization accounts to the applicable campus financial services or campus contact office as indicated below:

- WSU Pullman Financial Services Office;
telephone 509-335-1085; room CUB 60
- WSU Spokane Student Affairs;
telephone 509-358-7526
- WSU Tri-Cities Office of Student Affairs;
telephone 509-372-7139
- WSU Vancouver Office of Student Involvement;
telephone 360-546-9530

See also *BPPM* 70.18.