

# Rowan University Cash Policy and Procedure

## I. Procedure Statement

To minimize institutional risk, Rowan University discourages individual departments from accepting cash on its behalf. However, where this practice is unavoidable, it is strongly recommended that they payments are processed at the Bursar's office located in Savitz Hall. Rowan University expects those who accept cash and checks to safeguard these assets by applying appropriate internal controls, namely segregation of duties and securing and transporting these items appropriately.

## II. Purpose

The intent of these procedures is to provide guidance to departments that are responsible for collecting, depositing, recording, reconciling and safeguarding cash and/or checks received from customers for goods or services provided.

## III. To whom this Policy Applies

All individuals with responsibility, authority, and stewardship over payments to the University, and who receive, deposit, and reconcile cash or check transactions on behalf of the University.

## IV. Overview

The supervisor of a department that accepts cash or checks for any purpose is responsible for assuring that proper procedures for handling, accounting, and reconciling cash and/or checks are followed. Cash handling requires special control measures that must be monitored continually by supervisory personnel in an effort to detect possible weaknesses.

**All persons who accept cash or checks assume the responsibility for following the cash and check handling procedures outlined below.**

The Bursar's Office will review the cash and check handling procedures periodically for possible revisions. The Bursar Office staff will provide training on cash and check handling procedures. For further information on the Bursar Office procedures please visit the Bursar website.

These procedures are divided into the following major sections:

- Cash Receipts Control
- Cash Deposits Control
- Cash Reconciliation Control
- Securing Cash and/or Checks

## Cash Receipts Control

1. All persons accepting cash (i.e. currency, checks, money orders) must notify the Bursar's Office.
2. Whenever cash/check is received in person, some acceptable form of receipt should be used. Examples are listed below:
  1. Uniquely and consecutively pre-numbered receipts, with a duplicate copy maintained in a receipts book.
  2. Dated receipt book
  3. Pre-numbered tickets
  4. Cash register tapes
  5. Other documentation
3. Acceptable Forms of Payment:
  1. Checks and/or Money Orders
  2. Credit/Debit/Rowan (Boro-Bucks) Cards
  3. Currency in U.S. funds only
4. Guidelines for handling cash:
  1. Verify the total by counting the currency in the presence of the depositor.
  2. Keep the money received out of the cash register, cash box, or deposit bag until the transaction is complete.
  3. Secure cash and deposits immediately upon receipt in a locked cash register, point of sale terminal, safe, cash box, or deposit bag.
  4. Give sequentially numbered receipts for all deposits and forms of payment. (if applicable)
  5. Indicate on a payment stub, register tape, or computerized transaction record, if any, that the payment was made in cash
5. Guidelines for receiving checks:
  1. Examine check(s) to determine the following:
    1. Has it been altered?
    2. Has it been signed?
    3. Do the numeric and written dollar amounts match? The legal amount is the written amount.
    4. Does the preprinted name agree with the signature?
    5. Is a payable bank and address printed on the check?
    6. Is the check post dated? Do not accept a post dated check!!

7. Is the check dated more than 30 days old? If so a new check should be issued.
  8. Check must be made payable to “Rowan University”.
  9. Is the check a third-party check? Third-party checks should not be accepted!!
6. Departmental Receipt Book must be maintained for the purpose of documenting a permanent record of incoming cash, checks or money orders for three years. The departmental supervisor is responsible for reviewing the receipt book on a regular basis and ensuring all cash receipts have been deposited to the proper account. **If there is a discrepancy, contact the Bursars office immediately.**
7. At the end of each business day, a physical count of all cash and checks received must be completed and those amounts must be reconciled to the receipt book.
  8. The receipt book must be signed and dated by a departmental designee, other than the individual who performed the physical count and reconciliation to the receipt book and verified by the supervisor.
  9. All receipts must be stored in a locked safe, lockbox, or locked filing cabinet at the end of each day.
  10. All receipts must be deposited with the Bursar’s Office or the Armored Car Service within three business days of receipt or in accordance with the Armored Car pick up schedule.

**\*\*It is important to make sure that the cash-handling and record-keeping functions be kept separate. In the case of smaller departments where separation of duties is impractical, the supervisory personnel who do not handle cash should perform specific verification for reasonable and sound internal controls.**

### Cash Deposits Control

1. All deposits should be accompanied by a transmittal submitted in duplicate, or deposit slip. These forms can be found on the Bursar website.
2. Deposits are to be made at the Bursar Office Cashier window.
  1. All deposits should be personally handed to the cashier. **Note:** All efforts should be made to avoid end-of-day & lunch-hour drop-offs. Additionally, prior notice of large volumes of

- cash deposits will allow more efficient transfer & receipt of deposit.
2. Do not leave a deposit at an un-attended window or on the counter if the cashier is busy with another customer.
  3. All cash deposits must be processed and an acknowledgement receipt generated while the depositor is present.
3. Deposits should always be in a sealed envelope or locked bag.
  4. A calculator tape listing the cash total for each denomination and each check along with a grand total for each must accompany deposits.
  5. As documentation for the daily transmittal, please provide detailed check listing, detailed credit card listing and information on the source of cash.

### **Cash Reconciliation Control**

1. Upon completion of a deposit made at the Bursar's Office an acknowledgement receipt should be given to the depositor.
2. It is the responsibility of each department to reconcile all deposit receipts against their own departmental receipt book and Banner account(s).
3. This reconciliation process should be done no less than once a month and approved by the departmental supervisor.

### **Securing Cash and/or Checks**

1. All departmental receipts in the form of cash or checks should be safely secured using the following guidelines:
  1. All cash and checks should be secured in a safe or lock box that has limited access.
  2. If receipts are secured in a lock box, the lock box should be kept in a locked office or other secure area.
  3. Access to safe combinations or lock box key should be limited to appropriate personnel.

4. Safe combinations should be changed in accordance with the Safe Changing Policy. (Attached)
5. If you have questions, please contact the Bursar's Office (ext. 4152)

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