

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: B 2.0
Procedure Title: Cash and Check Handling
Relevant Board Policy: [C.1.1 Financial Ethics and Accountability](#)
Originating Unit: College Budget Office
Maintenance Unit: Vice President of College Services

I. Purpose: To outline a procedure for the handling of cash and checks received in payment of goods and services provided by the College.

II. Procedure Statement:

When the College receives cash and/or checks for goods and services provided, the payment must be processed and delivered to the Bursar Office within one business day of receiving cash and/or checks.

A. Checks and Balances

- a. Separation of responsibilities
 - i. Only one person per shift should be collecting cash/checks at a time.
 - ii. At least two people must count and verify the deposit – one will collect the cash and checks and the other will verify amount.
 - iii. Deposit form must be filled out on checks, cash and a description included.
 - iv. A supervisor must count and verify petty cash amount and will count cash collected during that shift by signing off on the deposit form.
 - v. The Bursar Office will count and verify amount was deposited by signing off deposit form. A separate receipt will be given to the person making the deposit with Banner account information.
 - vi. Keep a copy of both the deposit form and the receipt provided by the Bursar's Office
 - vii. Budget Manager should be able to reconcile deposits with Banner
- b. Refunds must be approved by the department head and processed through a direct pay using the account the funds were deposited in.
 - i. Department administrative support personnel must process reimbursement.
 - ii. Attach a copy of the receipt and any other documentation showing when the funds were deposited into the account for verification

B. Petty Cash

- a. If department handles cash on a daily basis, petty cash must be kept in the safe to have change readily available and to be used as beginning balance for a register (if applicable)

- b. The recommended amount for petty cash stored in the safe is \$150 or less. For a greater amount, please contact the College Budget Office for approval.
 - c. Petty Cash must be kept in safe in assorted small bills and coinage.
- C. Safeguarding of Cash and Checks
- a. Departments that handle cash and checks must have a safe in a secure place to store cash and checks.
 - i. The College Budget Office has a master list of all safes, codes, and keys.
 - b. If the department that handles cash and checks does not have a safe, contact the College Budget Office for assistance in purchasing a safe and to register the safe with the College Budget Office.
 - c. A Deposit Form must be filled out every time a cash drop-off is made and signed by the employee performing the cash drop-off and the supervisor.
 - d. Verify the deposit is posted into the correct revenue account (5#####) by contacting the College Budget Office
 - e. Cash drop-offs should be made at the end of each shift (whenever a different person will be handling cash or at the end of the day) to minimize the amount of cash being stored in a safe due to the Bursar Office being closed.
 - f. If amount being delivered is greater than \$100, the department must contact the Alamo Colleges non-emergency line (210-485-0099) and request a police officer escort to the Bursar Office.
 - g. If possible, cash must not be handled by student work-studies or temporary staff, but may occur on a limited basis under the supervision of a full-time Alamo Colleges employee.
 - h. Discrepancies must be addressed and recorded.
 - i. After a second occurrence by the same employee, discrepancies must be reported to DPS.
- D. Handling payments (revenue) received through the mail (or in person) for goods and services provided by the College under an agreement
- a. Contact Accounts Receivable (AR) and verify whether a request to invoice has been processed through their office for goods and services provided
 - i. If a request to invoice has been processed through the AR office, attach the invoice created by the AR office to the check or cash and list it on the deposit form. Cash and check drop-offs must be done no later than the next business day at the Bursar Office.
 - 1. Verify the deposit is posted into the correct revenue account (5#####) by contacting the Budget Office
 - ii. If a request to invoice has not been processed through the AR office, list the details of the check or cash on the deposit form and attach a copy of the agreement and take to the Bursar Office by the following business day.
- E. General Cash Handling
- a. Separation of responsibilities (see section A.a.)
 - b. Establish a schedule for individuals who will be handling cash

- c. Petty Cash must be available for beginning cash in drawer (see section B.).
- d. Safeguard cash in a safe (also see section C.).
- e. Refunds must be tracked diligently (see section A.b.).
- f. See attached pages for further details on how to handle cash using a register.

F. College Budget Office Cash Handling

- a. On-campus cash donations collected from events
 - i. All cash donations must be processed through the budget office for records keeping.
 - ii. If event will end after regular business hours, event manager must keep cash collected with all other relevant information in a safe. Turn in cash and other documentation to the College Budget Office the next business day
 - iii. College Facilitator within the College Budget Office will work with the Alamo Colleges Foundation to process the donation and send the donor a Thank You letter.
- b. Audits
 - i. Every four months, the College Budget Office will randomly select up to three different programs that handle cash on a daily basis to conduct an audit of the process of cash handling.
 - ii. A summary of findings and recommendations will be e-mailed to the designated Vice President and Dean.
 - iii. Events or departments that collect cash donations and/or payments:
 - 1. Celebracion
 - 2. PACfest
 - 3. Alumni Engagement events
 - 4. Aquatic and Athletic Center
 - 5. Gym
 - 6. Auditorium/Drama
 - 7. Cosmetology
 - 8. Student Organizations fundraising (Contact department of Student Life for more details on student organizations)
 - 9. GoPrint Services

Attachments:

Deposit of Funds Request Form

Date Created: December 14, 2010

Date Updated/ Approved: March 3, 2020

Approved: (signed: Katherine Doss)

Interim Vice President of College Services

Approved: (signed: Dr. Robert Garza)

President