# Table of Contents

**GENERAL INFORMATION - CASH COLLECTION AND DEPOSIT OF FUNDS**

- Purpose .......................................................................................................................... 5
- Introduction ..................................................................................................................... 5
- Required Authorization to Collect Money ....................................................................... 5
- Segregation of Duties ..................................................................................................... 5
- Responsibilities of Individual Departments ..................................................................... 6
  - Compliance with System Policy & University Procedures ........................................ 6
  - Criminal Background Checks .................................................................................... 6
  - Position Descriptions ................................................................................................. 6
  - Safekeeping of Funds ................................................................................................ 6
- Control Concepts ............................................................................................................ 7
- Receipts, Revenue and Petty Cash ............................................................................... 7
  - Segregation of Duties ................................................................................................ 7
  - Safeguarding of Cash/Receipts ................................................................................. 7
  - Receipt Processing .................................................................................................... 7
  - Gift Receipts ............................................................................................................... 8
  - Reimbursements from Employees ............................................................................ 8
  - Nature and Source of Revenue .................................................................................. 8
- Departmental Bank Accounts ......................................................................................... 8
- Requirements for Deposits ........................................................................................... 8
  - Frequency of Deposits ............................................................................................... 8
  - Money Deposited Intact ............................................................................................. 9
- Guidelines in the Event of a Robbery ............................................................................. 9

**RECEIPT AND COLLECTION OF CASH AND CHECKS**

- Purpose ........................................................................................................................ 11
- Counterfeit Currency .................................................................................................... 11
- Check Acceptance ........................................................................................................ 11
  - Payment by Check in Person .................................................................................. 13
  - Payment by Check by Mail ...................................................................................... 13
  - Endorsement of Checks .......................................................................................... 13
  - Limitations on Acceptance of Payments by Check ................................................. 14
  - Returned Check Procedures ................................................................................... 14
- Methods to Record Receipts ........................................................................................ 14
  - Procedure to Fill Out TAMUCC General Receipt .................................................... 15
  - Preprinted Admission Tickets ................................................................................ 16
  - Utilizing a Cash Register, PC or Other Electronic Equipment ............................... 16
  - Procedures for Cash Registered Sales .................................................................. 16
- Sample Forms to Balance, Record & Deposit Receipts ............................................... 17
  - Sample Cashier Reconciliation .............................................................................. 18
  - Instructions to Sample Form: Balancing Your Drawer at the End of the Day...... 19
  - Incoming Check Log ............................................................................................... 20
  - Sample Texas A&M University-Corpus Christi General Receipt (received from Business Office) ........................................................................................................... 21

**DEPOSITING FUNDS WITH THE BUSINESS OFFICE**

- Purpose ........................................................................................................................ 22
- Requirements for Deposits ........................................................................................... 22
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frequency of Deposits</td>
<td>22</td>
</tr>
<tr>
<td>Forms and Procedures to Be Used</td>
<td>22</td>
</tr>
<tr>
<td>Procedure to Fill Out TAMUCC General Receipt Deposit Form</td>
<td>23</td>
</tr>
<tr>
<td>Correction of Errors</td>
<td>24</td>
</tr>
<tr>
<td>Reporting Over &amp; Short</td>
<td>24</td>
</tr>
<tr>
<td>Where to Make Deposits</td>
<td>24</td>
</tr>
<tr>
<td>How to Transport Deposits</td>
<td>24</td>
</tr>
<tr>
<td>What to Bring to the Business Office</td>
<td>25</td>
</tr>
<tr>
<td>What the Business Office-Cashier Does with the Department's Deposits</td>
<td>25</td>
</tr>
<tr>
<td>RECONCILIATION OF RECEIPTS</td>
<td>26</td>
</tr>
<tr>
<td>Purpose</td>
<td>26</td>
</tr>
<tr>
<td>Procedures to Reconcile Accounts</td>
<td>26</td>
</tr>
<tr>
<td>Using Validated Copies</td>
<td>26</td>
</tr>
<tr>
<td>Using FAMIS Statements</td>
<td>26</td>
</tr>
<tr>
<td>How and Where to Report Discrepancies</td>
<td>26</td>
</tr>
<tr>
<td>CREDIT CARDS/SANDDOLLAR CARDS</td>
<td>27</td>
</tr>
<tr>
<td>Purpose</td>
<td>27</td>
</tr>
<tr>
<td>Introduction</td>
<td>27</td>
</tr>
<tr>
<td>PCI Training</td>
<td>27</td>
</tr>
<tr>
<td>PCI Compliance</td>
<td>27</td>
</tr>
<tr>
<td>Selecting the SAQ that Best Applies to Your Department</td>
<td>28</td>
</tr>
<tr>
<td>Departmental Responsibility</td>
<td>28</td>
</tr>
<tr>
<td>Procedures to Deposit and Report Charge, Credit and Debit Sales</td>
<td>29</td>
</tr>
<tr>
<td>Monthly Reconciliation of Statements</td>
<td>29</td>
</tr>
<tr>
<td>Best Practices in Accepting Credit Cards for Payment</td>
<td>29</td>
</tr>
<tr>
<td>Retention of Credit Card Slips</td>
<td>30</td>
</tr>
<tr>
<td>Getting Help</td>
<td>31</td>
</tr>
<tr>
<td>INCOMING WIRE TRANSFERS</td>
<td>32</td>
</tr>
<tr>
<td>Purpose</td>
<td>32</td>
</tr>
<tr>
<td>Wire Transfer Requirements</td>
<td>32</td>
</tr>
<tr>
<td>FOREIGN CHECKS</td>
<td>33</td>
</tr>
<tr>
<td>Purpose</td>
<td>33</td>
</tr>
<tr>
<td>Introduction</td>
<td>33</td>
</tr>
<tr>
<td>GIFTS/DONATIONS</td>
<td>34</td>
</tr>
<tr>
<td>Purpose</td>
<td>34</td>
</tr>
<tr>
<td>Introduction</td>
<td>34</td>
</tr>
<tr>
<td>Gift/Donation Processing</td>
<td>34</td>
</tr>
<tr>
<td>Report of Gifts Received Form</td>
<td>35</td>
</tr>
<tr>
<td>Pledges</td>
<td>36</td>
</tr>
<tr>
<td>Questions</td>
<td>36</td>
</tr>
<tr>
<td>CHECK CASHING</td>
<td>37</td>
</tr>
<tr>
<td>Purpose</td>
<td>37</td>
</tr>
<tr>
<td>Check Cashing Requirements</td>
<td>37</td>
</tr>
<tr>
<td>Returned Checks</td>
<td>37</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION - CASH COLLECTION AND DEPOSIT OF FUNDS

Purpose

This section of the document defines and outlines University processes with respect to the handling, receiving, transporting and depositing of cash. The term cash includes currency, checks, money orders, negotiable instruments and debit/credit card transactions.

University funds are monies received from tuition, contracts and grants, (delivery of) revenues from University services, state and federal appropriations, gifts and all other sources of revenue or expense reimbursements, whether restricted or unrestricted as to purpose or use. All funds collected on behalf of the University are considered University funds.

Introduction

The collection and control of cash at Texas A&M University-Corpus Christi is a very important function. The Bursar is the University’s primary cash handling agent. Ideally, from a control perspective, the collection and controlling of cash should be centralized in one location, however it is not always possible or practical. As a result, under certain situations the collection of money is, in part, decentralized. Those situations and the procedures to be followed are explained in this document.

Historical practices shall not constitute justification for deviation from the following guidelines. The material contained in this document supersedes any previous procedures regarding the handling of cash, followed within the University and/or within departments. The University Comptroller reserves the right to make interpretations and exceptions to the procedures contained in this document.

Changes in University cash handling procedures may be made from time to time, and will be communicated via email. Cash Handling Procedures will be available electronically on the University Comptroller’s website. The information herein supersedes all previous cash handling procedures.

Required Authorization to Collect Money

Only those departments and units, which have been approved in writing by the Executive Vice President for Finance and Administration or his/her designee, are authorized to collect or receive funds for the University. Units that have not been authorized to receive funds must immediately deliver the funds to the Business Office along with any pertinent information concerning its source and application.

Segregation of Duties

There must be a separation of duties between the person receiving cash and the person responsible for maintaining the accounting records. In other words, segregation of duties ensures that no ONE person can initiate, approve, record, and receive the same transaction.

Receipt activity should be reconciled to FAMIS Monthly Financial Statements on a monthly basis. The reconciliation should be reviewed and approved by someone independent of the cash handling or recording functions.

The following responsibilities should be distributed among personnel so one person is not responsible for all aspects:
• Receiving of funds and Endorsing checks
• Preparing deposits
• Reconciling to FAMIS statements
• Billing and collection

Responsibilities of Individual Departments

Compliance with System Policy & University Procedures

Departments are responsible for complying with System Policy 21.01.02 Receipt, Custody, and Deposit of Revenues and the procedures outlined in this document and for developing detailed written departmental operating procedures. The Bursar's Office and Accounting Services Department are available for consultation and review of departmental procedures. Departments are responsible for training designated employees in fund handling policies and procedures. Basic Cash Handling Procedures Training is required of all employees handling cash and is available on WebCT.

Criminal Background Checks

System Policy 33.99.14 Criminal History Record Information-Employees and Applicants requires each A&M System Member to determine what employment positions contain job duties that designate the position as "security sensitive." Positions involving cash and cash handling are considered "security sensitive" positions. All employees responsible for handling cash must undergo a criminal background check. Department heads are required to verify that this requirement has been met of all employees within their department performing cash handling duties.

Position Descriptions

Any Position Descriptions for jobs requiring an employee to collect funds for the University or perform cash handling duties for at least 5% of their time, must include cash handling duties in the detailed list of job duties. It is the responsibility of each department to make sure this has been done.

Safekeeping of Funds

All forms of Cash (currency, checks, money orders, negotiable instruments and debit/credit card transactions) should be physically protected through the use of vaults, locked cash drawers, cash registers, cashier's cages, locked metal boxes, etc.

It is the responsibility of each department to make whatever provisions are necessary to properly safeguard the cash receipts in their area. Generally, any amount of cash on hand that exceeds $1000 must be maintained in a vault or heavy safe (one which cannot be easily moved by two persons using a hand cart). Amounts under $1000 should be maintained in a file safe or reinforced file cabinet with a padlock and bar that secures all drawers. Cash should not be retained in desk drawers or standard file cabinets since they are easily accessed with minimal force or readily available keys.

Each person collecting cash should have their own change fund so that making change is possible if currency is expected to be collected. While in use change funds and/or collected money must be secured in a cash box that is lockable with access limited to the person responsible for the cash box. The cash box should remain locked when not in use and
secured in a safe or locking/fire resistant drawer when the person responsible for the drawer is away from their job duties.

Lock combinations and custody of keys must be maintained by one person. Combinations and keys must always be kept "on the person," and never stored in a desk drawer or other such place, except that for funds less than $100, keys may be stored in a desk drawer or other such place as long as access to the keys is limited to the people having primary and secondary responsibility for the fund.

For use in emergencies or absence of the custodian, copies of the combinations and keys must be put in a sealed envelope and stored by the department head, or designee, until needed. In no case should more than two persons have access to combinations or keys. Lock combinations and keys must be changed periodically and always when custody changes hands.

Control Concepts

The following list of internal control questions will help you assess the cash controls in your area. Answer each question to assess your own department’s controls. At the end, review your answers for practices or controls, which are not in effect. These represent internal control weaknesses. For each weakness determine the risk it represents to your operations, whether there are mitigating controls, and what action, if any, needs to be taken.

Receipts, Revenue and Petty Cash

Segregation of Duties

- Are the following responsibilities distributed among personnel so one person is not responsible for all aspects?
  - Receiving of funds and Endorsing checks?
  - Preparing deposits?
  - Reconciling to budget statements?
  - Billing and collection duties?

Safeguarding of Cash/Receipts

- Does the department have a counterfeit money detector pen?
- Are checks endorsed immediately upon receipt?
- Are funds kept in a secure location until deposit (e.g., safe, locked drawer, etc.)?
- Is access to credit card terminals and cash registers restricted to authorized personnel?

Receipt Processing

- Are deposits made daily and/or in compliance with Cash Handling Procedures guideline?
- Are daily cash register readings recorded on the daily cash reports and reconciled to daily deposits?
- Are processed credit card charges/credits handled properly and timely?
• Are only TAMUCC receipts issued to all customers?
• Are TAMUCC receipt books retained and reconciled to FAMIS monthly?
• Does the department maintain a check receipt log for payments received in the mail?

Gift Receipts

• Are receipts properly classified as gifts?
• Have you notified Institutional Advancement of the gift?
• Are gift transmittals prepared timely?

Reimbursements from Employees
(ex. telephone charges, unused travel advance funds)

• Are receipts properly classified as employee reimbursements?
• Are the receipts processed timely?

Nature and Source of Revenue

• Are revenue sources properly classified?
• Are potential sponsored program revenues channeled through the Office of Research and Scholarly Activity?

Departmental Bank Accounts

The use of departmental or personal checking and/or other bank accounts by University personnel for the depositing of and/or safekeeping of University funds is **strictly prohibited**. Only the Board of Regents acting through a request approved by the Executive Vice President for Finance and Administration has authority to approve any such bank accounts. The University Comptroller arranges for all authorized bank accounts should any new ones need to be established.

Requirements for Deposits

**Frequency of Deposits**

Security of University Funds is of the utmost priority and every precaution should be taken to minimize the opportunity for theft or loss of funds. Therefore, daily deposits are required when monies collected are more than $200. Each department or unit, which collects nominal amounts of local income, is exempt from this daily deposit requirement, but must make deposits whenever the amount on hand reaches $200 and at least once every three business days regardless of the amount. It is recommended that multiple deposits be made during the day during high volume of activity. Each person transporting cash funds in excess of $2,500.00 between offices or between an office and the Business Office must be accompanied by a University Police Officer. Also, the UPD must be notified of the location on campus where money will be accepted on behalf of the University when transaction volume is anticipated to be more than $5,000 per day.
Money Deposited Intact

Money should be deposited promptly and intact at the Business Office. Intact means the entire amount of money (income) collected must be deposited so that all receipts are posted as revenue to the FAMIS Statement(s) of Account. None of the money collected may be used for other purposes prior to deposit of the cash. For example, the department cannot use $10 of its money collected to purchase postage and then reduce its deposit by the $10 used. To do so would misrepresent the amount of revenue earned and the amount of expenditures incurred in the department’s accounting records.

Cashing checks from University deposits, borrowing cash for personal use, withholding checks for deposit in order to float checks, commingling of personal and University funds, and modification of cash records are all serious offenses and may result in disciplinary action.

Guidelines in the Event of a Robbery

The following guidelines are provided to help ensure staff safety and minimize loss to the University. Unnecessary risks should never be taken.

- Cooperate with robber. Avoid any confrontation and facilitate a rapid departure.
- Stay as calm as possible. Take no risks. Try not to panic or show any signs of anger or confusion.
- If the robber hands you a note, place the note away and out of reach of the robber as this may be an important piece of evidence.
- Make a mental note of any descriptive features or distinguishing marks on the robber, such as his/her clothing, hair color, eye color, scars, tattoos, etc. Touch nothing in areas where robbers were and note specific objects touched by robbers.
- If it is safe to observe, the direction the robber took should be determined. If possible, observe color and make of vehicle leaving the scene. Departments having security alarms should trip the alarm as soon as it is safe.
- University Police should be called at extension 4444 as soon as it is safe.
- The robbery should not be discussed with anyone until the police arrive.
- Cooperation with the University Police is important.
- The victim should, above all else, remain calm and try to remember the details. Write them down.
- Notify the Comptroller’s Office to report any theft of funds to ensure proper accounting procedures are followed.

At your department’s request University Police will assist in devising specific procedures for your operation to safeguard funds.
BE ALERT, BE OBSERVANT!!

Features, which you can remember regarding the physical characteristics of suspicious persons or assailants, can greatly assist your police department in their apprehension.

CONTACT UNIVERSITY POLICE AT EXTENSION 4444 AS QUICKLY AS POSSIBLE AFTER DEPARTURE OF SUSPECT(S)
RECEIPT AND COLLECTION OF CASH AND CHECKS

Purpose

This section summarizes the proper procedures to collect currency, checks and charges.

Counterfeit Currency

All authorized cash handling units are responsible for exercising reasonable care in screening cash transactions for counterfeit currency.

With respect to cash handling, there is little to no margin for error. Unlike a check where you may have some recourse for avoiding a loss, errors made with cash are final in most cases and therefore every precaution should be taken to avoid any errors. Other than exercising extreme care and focus on each and every cash transaction, the following guidelines must also be followed.

• Each bill, called a Federal Reserve Note, must also meet the requirement of integrity in order to be negotiable and for us to accept it. A bill will lose its integrity and may not be accepted if the bill has less than three corners. Bills with less than three corners cannot be negotiated or submitted to the Federal Reserve Bank for reimbursement.

• Be on the lookout for bills that have been put back together with tape. Inspect and make sure that all parts are in fact of the same bill and make sure that the serial numbers on either side of the bill match. Unless we are under a counterfeit alert for bills less than twenty, only twenty dollar bills and up will be tested for counterfeit using a counterfeit money detector pen. If the mark is light the bill passes but if the mark is dark then the bill is suspicious and the Cash Operations Manager should be called. The suspicious bill should be maintained at a location away from the customer but in full view of the customer at all times.

Check Acceptance

With respect to check handling, the following items apply for each check presented to you regardless of the source.

A check must have six items on it to be considered a negotiable item. All checks must be negotiable before we can accept them.

1. Date

   • The date on the check cannot be older than six months (staled dated) or reflect a date into the future (post dated).

   • Some businesses do not like their checks to be outstanding for the duration of the six months allowed, so they will specify a duration period date on the check itself.
2. Payee

- The payee is where the check has the required phrase “Pay to the Order of” followed by “Texas A&M University-Corpus Christi” or “TAMUCC”. Any other information on payee line is for the convenience of the department only and not necessary for proper credit or validation.
- A check cannot be accepted if made payable to someone else (3rd party) other than the University. If a 3rd party check is presented, contact the Cash Operations Manager for instructions.

3. Dollar Amount (numeric)

- The amount on this line or box should be written in a clear and legible manner. Lines drawn through any number or another number written over an existing number should not be accepted. If a correction needs to be made, one line should be drawn through the entire incorrect numeric amount and rewritten in the nearest open space of the old number. All corrections should be initialed by person writing the check.
- IMPORTANT – the numeric amount should match the written amount.

4. Written Amount (alpha)

- The amount of the check is spelled out on this line and should be reviewed for accuracy on every check presented. This amount (legal amount) supersedes the numeric dollar amount should there be a discrepancy between the two.

5. Signature Line

- All checks presented must have a signature in order to be negotiable.

6. Drawee Bank

- The drawee bank is the bank where the account for this check is at. All checks will have a bank name printed on the check. Not all banks, however, may be located in the United States. These checks are therefore considered foreign items and cannot be accepted. Foreign items presented for payment of tuition and fees may be accepted subject to approval by the Cash Operations Manger or Bursar.

Other negotiable instruments that are accepted over the counter and should be processed as a check are:

- Money orders
- Cashier checks
- Travelers checks
- Credit card checks
Payment by Check in Person

Checks should have the customer/student information pre-printed on the face of the check.

- Starter/blank checks may not be accepted without approval by the Cash Operations Manager. Proper identification (Driver's License or Sanddollar Card) or affiliation to TAMUCC must be presented and name, address and phone number will be noted on the face of the check before being approved by a Cash Operations Manager.

- The payor's telephone number(s) should be written on the face of the check.

- Payor must show some form of photo ID, such as Sanddollar Card, Driver's License or state photo ID. The Driver's license number or State ID information should be written on the face of check. If a Sanddollar Card is presented, ask for a UIN number (faculty or staff) or Student ID number and write on the face of the check.

Payment by Check by Mail

Checks received through the mail must be logged in at the time the mail is opened and processed. An incoming check log must at a minimum include the date the check was received, the check number, the maker of the check, the check amount, and the signature of the person opening the mail, the General Receipt number from their receipt book, and Business Office issued receipt number once deposited.

Endorsement of Checks

All checks are to be restrictively endorsed to the University immediately upon receipt. This protects the check if lost or stolen.

The endorsement must at a minimum include the following:

For Deposit Only
Texas A&M University-Corpus Christi

The following information is also helpful in case the check is returned:
Department Name
FAMIS Acct #

The Federal Reserve has established a regulation to standardize check endorsements. All depositors' endorsements are limited to the top 1.5 inches on the backside of the check, at the trailing edge of the check. This is where endorsements are normally placed. If you look at the face of the check, the endorsement area is directly behind where "Pay to the Order of" is printed.

Any marks below the 1.5 inches on the check may obscure the bank routing number, cause delays in returning checks, and forfeit the University's right to recovery. The purpose of this regulation is to speed collection and returns. Failure to follow the above instructions may result in charges to your department. An adding machine or calculator tape must accompany deposits containing two or more checks. The tape should have a zero total at the top and be totaled at the bottom.
Departments may obtain an endorsement stamp from the Cash Operations Manager. If an endorsement stamp is obtained by the Business Office, it will not include the Department Name or FAMIS account number.

**Limitations on Acceptance of Payments by Check**

Departments are not authorized to return currency to the payor in the event that the check exceeds the amount due to the University. Departments may not accept post-dated checks. All checks received by a department must be deposited as outlined in Requirements for Deposits. Currency or checks received as a refundable deposit for goods or services may not be held in the department in lieu of depositing funds and later issuing refunds.

**Returned Check Procedures**

Any checks returned by Texas A&M University-Corpus Christi's depository banks as not paid are sent to the Business Office. Examples of returned checks include; non-sufficient funds (NSF), account closed, payor's signature missing, refer to maker and post dated or stale dated checks to name a few.

The Accounting Services Department prepares a receivable entry in FAMIS and submits the returned checks to the Business Office for collection. Generally, restitution should be in the form of currency, money order, cashier's check, certified check, debit card, or credit card. Restitution should be deposited against the receivable set up by the Accounting Services Department. The returned check charge of $25.00 will be collected by the Business Office.

**Methods to Record Receipts**

All cash handling units must maintain written examples of their cash balancing procedures.

**Manual Processing – Receipt Book Procedures**

Incoming checks and currency must be recorded on a TAMUCC pre-printed, numerically controlled (multiple copies) receipt for each transaction. The only exception to this would be in the case where pre-numbered tickets are sold.

An approved TAMUCC receipt book must be obtained from the Business Office when monies are to be received on behalf of the University and no cash register will be used. If using a cash register, no receipt book is required. Only individuals authorized by the Comptroller's Office will be issued a receipt book. A picture ID will be required when picking up the receipt book from the Business Office. Receipt Books must be returned to the Business Office after each event or before another book may be issued.

A receipt book consist of 150 receipts, 3 receipts to a page in triplicate format with the first page in white, the second in pink and the third in yellow. The white copy (original) receipt is given to the customer, the pink copy is for the department to keep for end of day balancing and attaching to the Business Office General Receipt Deposit Form, and the yellow copy stays in the book. The white and pink sheets are perforated for easy distribution.

Should you accept CHECKS for your event, all checks should be made payable to Texas A&M University-Corpus Christi. Our abbreviated name of “TAMUCC” can be used as well. Each check must be immediately endorsed with our restrictive endorsement stamp upon receipt. Endorsement Stamps as well as zip lock bags with a key can be checked out at the
Business Office when the Receipt Book is assigned.

Cash collected should be balanced on a daily basis to sales/income recorded (per the receipts/ticket copies). At day's end or as expeditiously as possible, the whole deposit is to be transported to the Business Office. It will then be deposited by the Business Office and posted to FAMIS. The pink copy of each individual receipt along with the General Receipt Deposit Form should be taken over to the Business Office along with the deposit. The individual receipts will not be returned to the originating department. The Business Office will forward these receipts along with the General Receipts Deposit Form to the Accounting Services Department for auditing.

The maintenance of a numerical file of all receipts is the responsibility of the department. Since all pre-numbered receipts must be accounted for, all original copies of voided receipts should be stapled together with the pink copy and must be turned in with the deposit.

Departments should keep records of the inclusive receipt or ticket numbers and total amount for which the receipts were written or tickets sold. Deposits with the Business Office should also reflect the inclusive receipt or ticket numbers and the total amount collected.

See Safekeeping of Funds section above for information on safeguarding your cash.

Accountability over transaction proceeds should be assigned to a specific individual or individuals so there is a means of establishing accountability.

Procedure to Fill Out TAMUCC General Receipt

- The form should indicate the first and last name of the customer. For example, if the receipt is a payment for camp registration, the first and last name should represent the person registering for the camp. If the customer is a business, enter the business name in the Last Name field.
- The form should contain the name of the Account as listed in FAMIS.
- The form should contain the appropriate account number, which is to be credited. For Revenue accounts it must include the 6 digit Subsidiary Ledger Account Number, 5 digit Support Account Number and 4 digit Revenue Object Code. General Ledger Balance Sheet accounts only contain the 6 digit Account Number and 4 digit Account Control.
- Enter in the amount received from the customer.
- Summarize the reason for payment in the comment field. For example, registration fee, application fee, library fine, etc.
- Circle the method of payment: cash, check, credit card type. If your department has not been approved to take credit cards and you do not have a credit card terminal, you may not accept credit cards. If you are authorized to take credit cards do not write the credit card number on the general receipt.
- Enter in the departmental representative contact name (ex. printed cashier name) and phone number in case questions arise.
- The cashier should sign and date the receipt at the bottom of the form.
- Give the customer the original (white copy) of the receipt.
Preprinted Admission Tickets

Admission tickets must be prenumbered and must be accounted for on the General Receipts Deposit Form accompanying the remittance of collections. Each unissued admission ticket must be transferred to the Accounting Services Department for disposal, except in those cases where the unissued ticket may be scheduled for use in a future performance. An inventory of the admission tickets on hand must be submitted to the Accounting Services Department on August 31 of each year.

Utilizing a Cash Register, PC or Other Electronic Equipment

It is recommended that purchases of cash registers or receipt producing equipment be discussed with the Business Office prior to placing the order. Departmental management should ensure that a balancing worksheet, cash balancing procedures, and spot audit procedures are established. The unit should determine, up front, how the program will balance and how the record keeping process will be accomplished. The following minimum controls must be in place. The register must have:

- The ability to print the University’s name on the receipt as a header.
- A journal tape to record all transactions.
- A key or supervisor password which enables readings or totals to be taken. The cashier must not have access to this key.
- A grand total which cannot be reset to zero or any other number. The Cashier must not have the ability to void and issue a refund without a supervisor’s approval.
- Void and refund transaction keys, supervisor password and procedures.

Procedures for Cash Registered Sales

- All sales should be recorded through the cash register. The cash register provides:
  1. a locked in record of the amount of funds entered on the register
  2. a printed ticket to be given to the customer or a visible record of the amount registered for the customer's examination
  3. a safe place for holding a change fund and un-deposited receipts
- The cash drawer in the register should never be left open unless a transaction is being processed.
• All register totals should be balanced at the end of the day (or change of shift).
• Accountability over sales proceeds and change funds should be assigned to specific individuals, which means that each employee who operates out of the same cash register should be assigned his own bank and cash drawer. Funds should not be commingled between cash drawers.
• The cash register should be closed out and total cash receipts should be reconciled on a daily basis.
• Overages and shortages should be fully explained. Overage and shortage dollar limits and frequency of occurrence should be established, and corrective action should be taken if the limits are exceeded.
• All corrections should be made through the cash register. The journal tape should be marked to indicate the action taken. Management should review and approve all corrections.
• Departmental administrators should perform periodic, unannounced cash reconciliations of the cash register.

Sample Forms to Balance, Record & Deposit Receipts

Following are samples of various forms to assist you in balancing your collections for the day, working funds, accounting for voids, preparing a manual check log, cash register, pc or other electronic device reconciliation and deposit of funds for same. You may use these examples and customize them for your individual department’s use.

You should keep copies of all these reports as well as any generated by your cash register, pc or other electronic equipment with a validated copy of your TAMUCC General Receipt. These records should be kept intact and retained for the current fiscal year plus three (3) years by your department.

• Cashier Reconciliation – Used daily after each shift to reconcile cash, checks, sanddollars and credit card receipts.

• Voided Transactions – All voided receipts should be listed on the Cash Reconciliation.

• Incoming Check Log – When opening the mail, a department may receive checks. The manual check log should be used to log each check. This will help you to identify every check that you deposit.

• Texas A&M University-Corpus Christi General Receipt – Final document received from the Business Office when the deposit is made.
Sample Cashier Reconciliation

The following form can be used whether you are using a cash register, an electronic system or a manual system.

Cashier Reconciliation

Date: ____________________________  Cashier: ____________________________

TO BE COMPLETED BY CASHIER

<table>
<thead>
<tr>
<th>Denomination</th>
<th>Quantity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.01</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$0.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$0.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$0.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$0.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$2.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$5.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Cash: $ ____________________________

Checks: ____________________________

Total Cash & Checks: ____________________________

Less Beginning Cash: ____________________________

Deposit Total: a) $ ____________________________

Receipt Book

<table>
<thead>
<tr>
<th>Beginning Rct No</th>
<th>Ending Rct No</th>
<th>List any Vailed Rct Nos.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash</th>
<th>Checks</th>
<th>Sanddollars</th>
<th>Credit Cards</th>
<th>Total per Rec Book c)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

RECONCILIATION

<table>
<thead>
<tr>
<th>Total Funds Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>b) $</td>
</tr>
</tbody>
</table>

Less Total per Receipt Book c) ____________________________

Cash over(short): $ ____________________________

Comments: ____________________________

Deposit Total: a) $ ____________________________

Credit Card Receipts: ____________________________

Sanddollars: ____________________________

Total Funds Received: b) $ ____________________________

Date: ____________________________  Date: ____________________________

Cashier: ____________________________  Reviewed and Approved by: ____________________________

Date turned into Business Office: ____________________________  Business Office Receipt Number: ____________________________

-18-
Instructions to Sample Form: Balancing Your Drawer at the End of the Day

At the end of the day or shift, the cashier should perform the following tasks:

1. Count out the cash by denomination and list on the reconciliation sheet. Calculate the total by each denomination and sum up total cash.
2. Run three (3) tapes on all checks received and document the total on the reconciliation sheet. NOTE: One tape will be attached to the reconciliation report and the other two will be turned in to the Business Office with the checks. Make sure the proper procedure was followed when checks were received to ensure that all checks are stamped with the TAMUCC endorsement stamp.
3. Total Cash and Checks. Subtract the beginning cash (your change fund amount) from the total. This will give you the deposit total (a).
4. Run a report on all sanddollar and credit card receipts and enter each total on the appropriate line.
5. Total all payment methods (cash, checks, sanddollars, credit cards) and fill in the amount as total receipts (b).
6. Complete the section related to the receipt book on the Cashier Reconciliation by indicating the beginning and ending receipt numbers. Any voided receipt numbers should be listed. If more lines are needed, enter in voided receipts in the comments section.
7. Enter in the amount of each type of payment (cash, checks, sanddollar, credit card) from the receipts and enter each on the Cashier Reconciliation form in the receipt book section. Total these to get the Total per Receipt Book(c). The receipt book section can also be used for cash register end of day tape or ticket inventory.
8. Fill in the reconciliation portion of the Cashier Reconciliation form and compare the totals from the receipt book to the total funds received. Enter in the cash over/short amount and explain the overage or shortage in the comments section.
9. Turn in the cashier reconciliation report, deposit, credit card and sanddollar slips, and the pink copy of your receipts to your supervisor or event coordinator. The receipts should be in numerical order. Voided receipts should include both the original receipt and the pink copy.
10. Sign and date the reconciliation report.

The supervisor/event coordinator should perform the following tasks:

1. Verify amount to be deposited to Business Office (cash/checks turned in by the cashier).
2. Verify credit card and sanddollar slips to amounts on cashier reconciliation.
3. Verify that the total of the pink receipts matches to the amount entered into the reconciliation.
4. Sign and date the reconciliation report.

All receipts, cash, and checks should be taken to the Business Office for deposit. A General Receipts Deposit Form is required for each type of payment type. This is discussed in more detail in the Requirements for Deposit Section above.
## Incoming Check Log

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Check Date</th>
<th>Check #</th>
<th>Check Received From</th>
<th>Check Amount</th>
<th>Received by</th>
<th>Receipt in Dept Rct Book by</th>
<th>Taken to Business Office for Deposit by</th>
<th>Receipt Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/20/2009</td>
<td>1/18/2009</td>
<td>6789</td>
<td>R. Egge</td>
<td>41.50</td>
<td>Anna Cashier</td>
<td>Betty Bookkeeper</td>
<td>Student Employee</td>
<td>100100</td>
</tr>
<tr>
<td>1/20/2009</td>
<td>1/20/2009</td>
<td>987654</td>
<td>K. Miller</td>
<td>8.50</td>
<td>Anna Cashier</td>
<td>Betty Bookkeeper</td>
<td>Student Employee</td>
<td>100101</td>
</tr>
<tr>
<td>1/20/2009</td>
<td>1/2/2009</td>
<td>56/31</td>
<td>S. Salatino</td>
<td>50.00</td>
<td>Betty Bookkeeper</td>
<td>Anna Cashier</td>
<td>Student Employee</td>
<td>100205</td>
</tr>
<tr>
<td>1/21/2009</td>
<td>1/11/2009</td>
<td>123</td>
<td>C. McAllister</td>
<td>100.00</td>
<td>Betty Bookkeeper</td>
<td>Anna Cashier</td>
<td>Student Employee</td>
<td>100206</td>
</tr>
</tbody>
</table>
**Sample Texas A&M University-Corpus Christi General Receipt (received from Business Office)**

**Texas A&M University - Corpus Christi**

<table>
<thead>
<tr>
<th>Receipt Date</th>
<th>August 02, 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cashier's ID</td>
<td>JROSS</td>
</tr>
<tr>
<td>Receipt Number</td>
<td>19061</td>
</tr>
<tr>
<td>Last Name</td>
<td>Cashier</td>
</tr>
<tr>
<td>First Name</td>
<td>Ina</td>
</tr>
<tr>
<td>Middle Initial</td>
<td></td>
</tr>
<tr>
<td>Contact / Company Name</td>
<td>Ina Cashier</td>
</tr>
<tr>
<td>Phone Number</td>
<td>1234</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Account Name</th>
<th>Payment Type</th>
<th>Check Number</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>348001-00000-0509</td>
<td>PARKING ADMINISTRATION</td>
<td>Check</td>
<td>3</td>
<td>-</td>
<td>5,260.79</td>
</tr>
</tbody>
</table>

5,260.79
DEPOSITING FUNDS WITH THE BUSINESS OFFICE

Purpose

This section of the document summarizes the proper procedures for depositing and reporting funds to the Business Office.

Requirements for Deposits

Frequency of Deposits

Security of University Funds is of the utmost priority and every precaution should be taken to minimize the opportunity for theft or loss of funds. Therefore, daily deposits are required when monies collected are more than $200. It is recommended that multiple deposits be made during the day during high volume of activity. Each person transporting cash funds in excess of $2,500.00 between offices or between an office and the Business Office must be accompanied by a University Police Officer. Also, the UPD must be notified of the location on campus where money will be accepted on behalf of the University.

Forms and Procedures to Be Used

Deposits should be made on a General Receipts Deposit Form. This form can be found on the Business Office website under downloadable forms (http://www.tamucc.edu/~business/businessoffice_forms.htm). The form is used to record, communicate and document deposits made by user departments to accounts in FAMIS.

Deposits are made at the Business Office in the Student Services Center. Information needed to ensure posting of a deposit are correct account number, support account and object code. Please note that the Business Office does not have this information. If you have any questions regarding what account number to use for your deposit, please contact your department business coordinator or the accountant assigned to your department. Other useful information includes FAMIS account name, contact name and extension and a useful comment for any questions related to the deposit. The comment section should reference the first and last TAMUCC receipt number used. The Business Office requires a department to supply a General Receipt Form with all necessary information included in order to apply the deposit to the correct FAMIS account. An example of the form is below.
One General Receipt Deposit Form will need to be filled out for each type of payment type (i.e. Cash, Check or Credit Card). So, if your deposit includes cash and checks, two forms must be filled out for this deposit. All TAMUCC receipts used by the department need to be attached to the form as well, and should be in numerical order. Any voided receipts require the original and the pink copy. Therefore all receipts will be accounted for.

**Procedure to Fill Out TAMUCC General Receipt Deposit Form**

- The form should indicate the first and last name of the person or department making the deposit. For example, if the deposit is a reimbursement of telephone charges by an employee, the first and last name should represent the person reimbursing the University. If the deposit is a regular departmental deposit for daily sales the Last Name should be the Department Name.

- The form should contain the name of the Account as listed in FAMIS.

- The form should contain the appropriate account number, which is to be credited. For Revenue accounts it must include the 6 digit Subsidiary Ledger Account Number, 5 digit Support Account Number and 4 digit Revenue Object Code. General Ledger Balance Sheet accounts only contain the 6 digit Account Number and 4 digit Account Control.

- An adding machine/calculator tape must accompany deposits containing three or more checks.

- Summarize the reason for deposit in the comment field.

- Detailed information, for your internal use only, should be kept on a separate sheet of paper and kept in your office for attachment to your validated receipt.

- Enter the total amount of checks or currency to be deposited to the account.

- Circle the type of deposit: cash, check, credit card type.

- Enter in a departmental contact name and phone number in case questions arise.
Correction of Errors

If an error, as to account number or distribution, is found on the General Receipt the day the funds are deposited at the Business Office, an attempt will be made to correct/clarify the problem.

If any error is found on the General Receipt on a day after the day deposited at the Business Office, the department will have to notify the accountant assigned to them so that an accounting correction can be made.

Reporting Over & Short

A daily accounting of cash received from sales or deposits will be balanced against the total amount on the daily ledger or on the departmental cash register.

If the amount of funds ready to be deposited is less than the amount receipted, you have a cash short situation. This situation may occur when the cashier gives a customer too much change. For example, you sold 100 tickets at $5 each. You have receipts that total up to $500, but you only have $495 in cash and checks. You have a cash short situation. You will deposit the $495 and report a $5 cash short. Use of personal funds to make up the difference is strictly prohibited.

If the amount of funds ready to be deposited is more than the amount receipted, you have a cash over situation. This situation may occur when a cashier does not give a customer enough change back. For example, you sold 200 tickets at $5 each. You have receipts that total up to $1000, but you have $1010 in cash and checks. You have a cash over situation. You will deposit the $1010 and report a $10 cash over. All overages must be deposited at the business office.

All funds must be deposited at the Business Office and any amount that is over or short is to be reported on the same day. The cash over or short must be reflected on the General Receipt Deposit Form using the department’s s/l account and object code 0705. The cash over/short should also be listed on the cash reconciliation. A shortage will be listed on the form as a negative number, while the amount of the receipts will be listed as a positive number. The net of these amounts will equal to the amount of the deposit.

Overages and shortages will be reviewed by the Accounting Services department on a regular basis. The department may be contacted after the review to explain any over and short activity and what corrective action has taken place or may be necessary.

Where to Make Deposits

Deposits should be taken to the Business Office in the Student Services Center (round building). Hours of operation are from 8:00 a.m. until 7 p.m., Monday through Thursday and 8:00a.m. until 3 p.m. on Friday. Please allow sufficient time for the Business Office to process your transaction prior to the close of the business day. There is no night deposit available. See Safekeeping of Funds for information on securing your deposit until the deposit is made.

How to Transport Deposits

Care in transporting funds to the Business office must always be a high priority.

- Deposits must never be sent by campus mail.
- Departments handling deposits in excess of $2500 (excluding restrictively endorsed checks and payroll checks) must contact the University Police Department at extension
4444 to arrange for an escort from the department to the Business Office.

What to Bring to the Business Office

Being prepared is essential to the accurate and proficient processing your deposit. Bring the following items to the Business Office when making a deposit:

- Completed General Receipts Deposit Form – original plus a copy
- Pink copy of the receipt(s) from the University issued General Receipts Deposit Book
- For departments using cash registers and prenumbered tickets in lieu of General Receipts Deposit Book, a copy of the reconciliation sheet for deposit.
- The money (cash, checks with tapes) that make up your deposit.

What the Business Office-Cashier Does with the Department's Deposits

The cashier will count the funds in front of the departmental representative, enter all data from the General Receipt Deposit Form into the cashiering system and issue a Business Office system generated receipt (General Receipt). The General Receipt is given to the departmental representative. The department should immediately compare the total on the General Receipt with the department’s General Receipt Deposit Form copy to ensure that the amounts are identical. Discrepancies must be reconciled at once.

While the Business Office is processing the deposit they look at the following:

CHECKS
- They are restrictively endorsed
- Dates are not stale-dated, post-dated or past the expired date
- Checks should be made payable to “Texas A&M University-Corpus Christi” or “TAMUCC”
- Written amount and numerical amount agree
- Payor’s signature is not missing
- Checks are drawn on a U.S. bank and in U.S. funds

CASH
- Make sure the count is accurate
- Look for counterfeit currency
- Look for altered currency
- Verify that all currency is in U.S. funds

General Receipt Deposit Form
- Check for mathematical accuracy
- Verify that the information on the form is legible
- Verify charges are listed properly
- Verify all account number fields are filled in
- Verify that the funds received equal the deposit form

The Business Office will retain the General Receipts Deposit form and the individual receipts (pink copy) or cash register/prenumbered tickets to be submitted to the accounting office for auditing.
RECONCILIATION OF RECEIPTS

Purpose

This section of the document explains procedures to ensure that all funds are properly deposited and recorded by reconciling copies of deposits to the FAMIS statements.

Procedures to Reconcile Accounts

Using Validated Copies

Departments that have access to FAMIS can look up their accounts on a daily basis to verify the amounts and account numbers uploaded from the Business Office. It may take anywhere from 2 to 4 business days for deposits to show up in FAMIS. The amount posted in FAMIS (or shown on your FAMIS Monthly Financial Statements) should be compared to the validated TAMUCC General Receipt.

In most cases the information is available on the second day following the actual deposit unless there is a problem with the upload or the deposit item is in suspense for verification or correction of an account number. Items posting to suspense may be the result of an incorrect account number given to Business Office staff. Suspense items must be researched prior to posting.

Using FAMIS Statements

On a monthly basis, departments receive FAMIS Monthly Financial Statements. Total deposits and account balances should be verified against totals in the departmental records. An analysis of outstanding deposits should be made and checked for further disposition. Receipt books should be reviewed to make sure all receipts are accounted for.

How and Where to Report Discrepancies

If a deposit line is not found or a discrepancy is found on FAMIS Monthly Financial Statements or in FAMIS, contact your accountant in Accounting Services for clarification.
CREDIT CARDS/SANDDOLLAR CARDS

Purpose

This section of the document defines and outlines University Procedures with regard to the acceptance and handling of charge, credit and debit card transactions. For detailed information on the handling of credit cards, see the University’s Rules and Standard Administrative Procedures on Credit Card Collections and Online Payments.

Introduction

To accommodate customers wanting to pay by charge, credit or debit card, authorized units may accept Visa/MasterCard, Sanddollar Card, Discover and/or American Express payments. This process is consistent with other cash handling procedures, though some additional steps are required.

Generally, only authorized cash collection units may request authorization to become a Visa/MasterCard/Sanddollar Card/American Express/Discover merchant.

The cards listed are the only type authorized for use at the University. This is in an effort to contain costs to the departments and the University by directing volume to a limited number of card vendors; as volume increases discounts can better be negotiated to the merchant's (University's) benefit.

PCI Training

All Texas A&M University-Corpus Christi employees who have access to credit card information, either directly or indirectly, including but not limited to cashiering, business functions, and IT access to systems which handle such information are required to take Payment Card Industry Data Security Standard training annually. The purpose of the course is to familiarize the employee with the security issues inherent with credit card payment processing and the security standards that are required by the payment card industry to safeguard credit card information. PCI training can be accessed through Texas A&M University system Train Traq. Train Traq can be accessed online through HR Connect at https://sso.tamus.edu/Logon.aspx. Departments should keep a copy of each employee’s transcript from HR Connect showing completion of the training.

PCI Compliance

All merchants and their service providers are required to comply with the Payment Card Industry Data Security Standard in its entirety. The PCI Data Security Standard Self-Assessment Questionnaire is a validation tool intended to assist merchants and service providers in self-evaluating their compliance with the Payment Card Industry Data Security Standard (PCI DSS). There are five Self Assessment Questionnaire (SAQ) Validation categories, shown briefly in the table below. The table should be used to gauge which SAQ applies to your department. Each department accepting credit card payments must have a PCI Self Assessment Questionnaire on file with the Texas A&M University System Office and the Comptroller’s Office. This form must be updated in June of each year and whenever a change takes place. Copies of blank Self Assessment Questionnaires can be found on the PCI Security Standards Council website at https://www.pcisecuritystandards.org/.
## Selecting the SAQ that Best Applies to Your Department

<table>
<thead>
<tr>
<th>SAQ Validation Type</th>
<th>Description</th>
<th>SAQ: V1.2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Card-not-present (e-commerce or mail/telephone-order) merchants, all cardholder data functions outsourced. Merchant never sees or touches Cardholder Data. It’s all done by someone else.</td>
<td>A</td>
</tr>
<tr>
<td>2</td>
<td>Imprint-only merchants with no electronic cardholder data storage. Cardholder Data is not stored or passed through a network.</td>
<td>B</td>
</tr>
<tr>
<td>3</td>
<td>Stand-alone terminal merchants, no electronic cardholder data storage. Cardholder Data is not stored or passed through a network.</td>
<td>B</td>
</tr>
<tr>
<td>4</td>
<td>Merchants with POS systems connected to the Internet, no electronic cardholder data storage. Cardholder Data is not stored; the device is not connected to any other systems, but does have a direct connection to the internet.</td>
<td>C</td>
</tr>
<tr>
<td>5</td>
<td>All other merchants (not included in Types 1-4 above) and all service providers defined by a payment brand as eligible to complete an SAQ.</td>
<td>D</td>
</tr>
</tbody>
</table>

## Departmental Responsibility

Charge card, debit card, and sanddollar transactions are monetary transactions and therefore are subject to the same control and reconciliation procedures as cash transactions. A daily accounting of receipts, from sales or deposits, should be balanced against these electronic transactions and submitted to the Accounting Services Department. Automatically, the actual funds for the charge card transactions are electronically deposited into the University’s bank account and are reconciled daily and monthly by the Accounting Services Office.

All departments that wish to accept charge card payments through any media (electronic, Web) must have a unique merchant number. Departments should request an application from the Accounting Services Department, which must be approved by the Comptroller’s Office to become a merchant. The Accounting Services Department makes arrangements with the University’s designated bank to issue merchant numbers, establishes them with the preferred processor and has them associated with one of the University’s bank accounts. If requesting merchant numbers for use with a credit card terminal, provide the account number to be charged for the terminal. All terminals must be PCI compliant. Terminal orders should be routed through the Accounting Services Department to ensure terminal is PCI compliant and is comparable to those used by the Business Office. For more information on using the web to accept charge cards on University Web Sites please contact the Comptroller’s Office about using MarketPlace.

All units authorized to accept charge, credit, sanddollar and debit card payments must exercise reasonable care in screening transactions to reduce card misuse and loss of funds (see Best Practices in Accepting Credit Cards for Payment section below).
Procedures to Deposit and Report Charge, Credit and Debit Sales

Charge, credit, and debit card deposits must be reported to the Accounting Services department on a daily basis.

- A Summary report, Detailed report, and Settlement report must be printed at the end of each day. The Summary and Detailed reports must be run prior to settling the batch at the end of the day. After balancing the batch, the batch must be settled. When the batch settles, a Settlement report will print.
- Use the Settlement report as part of daily balancing and attach to the Summary and Detailed reports.
- Enclose the printed Summary, Detailed and Settlement reports with the daily balancing sheet and forward to the Accounting Services Office.
- The card terminal will electronically remit daily totals directly to the bank. However, if you fail to settle the batch appropriately, funds will not be remitted to the bank.
- If a terminal is inoperative, contact the Business Office for alternative procedures.

Charge-backs and rejects of card transactions will be charged to the departmental account. Bank reports reflecting rejects and charge-backs will be sent to the originating department from the Accounting Services Office. A limited time is allowed for the department to respond to a chargeback in order to avoid the reversal of the payment. It is important to respond to chargebacks quickly in order to avoid loss of revenue.

Upon installation, the Business Office will provide instructions on the use of the terminal, instruction forms for use of terminal and report generating, and procedures for handling disputed transactions.

Monthly Reconciliation of Statements

On a monthly basis, departments receive FAMIS Monthly Financial Statements. Total deposits and account balances should be verified against totals in the departmental records. An analysis of outstanding deposits should be made and checked for further disposition.

Best Practices in Accepting Credit Cards for Payment

DO...

- Use a terminal or third party provider that truncates all but the last 4 digits of the card number.
- Store all materials containing cardholder account information in a restricted/secure area
- Limit access to sales drafts, reports, or other sources of cardholder data to your employees on a need to know basis.
- Shred materials containing cardholder account information when no longer needed.
Limit access to Global Payments’ systems requiring unique operator log-in and notify Global immediately of staff terminations or changes. Access must be approved by the Comptroller or Associate VP of Finance & Administration.

Immediately notify the Comptroller or Associate VP of Finance & Administration of any suspected or confirmed loss or theft of materials or records that contain account information retained by merchant or its third party who will in turn immediately notify Global Risk Management.

Retain signed credit card slips for a maximum of 2 years.

Ask the card holder for identification

DON’T....

Process cash advance transactions

Use a bankcard to guarantee a check

List a cardholder’s personal information on a bankcard slip

Record the CVV2/CVC2/CID on the credit card slip

Retain or store the complete contents of a card’s magnetic stripe

Sell, transfer or disclose cardholder account information

NEVER HONOR A BANKCARD WHEN....

The customer does not have the actual bankcard

The card appears to have been altered or tampered with

Authorization is declined, or you are told to pickup the card

The signatures do not match

Retention of Credit Card Slips

In order to properly address chargeback issues, merchants must retain signed copies of sales drafts bearing cardholder signature to address cardholder inquiries and requests for copies. Global Payments requires retention for 18 months of your MasterCard and Visa transactions. Retention of the original draft, or a legible copy can be stored for 2 years from the date you were paid for the transaction.

Stored sales drafts and other transaction data should be safeguarded with limited access. Each merchant must keep all systems and media containing cardholder, account or transaction
information (whether physical or electronic) in a restricted, secure manner so as to prevent access by or disclosure to any unauthorized party. At the end of the 2 year retention period, transaction data such as sales drafts, reports, and other media with cardholder account data must be crosscut shredded.

You should always keep complete records for all credit card transactions for chargeback requests.

Getting Help

If you have any questions or problems with a credit card terminal, please call the Business Office for assistance. For assistance with Sanddollar terminals, contact the University Sanddollar Office.
INCOMING WIRE TRANSFERS

Purpose

This section of the document defines and outlines University procedures regarding incoming wire transfer transactions. These transactions typically are U.S. Government funding or other special payments.

Wire Transfer Requirements

The Accounting Services Office should be contacted prior to the initiation of a wire transfer if the department is aware of the pending wire. This allows the Accounting Services Office to identify/match the transaction and post to the correct account in FAMIS. A copy of the information regarding the wire must be sent to the Accounting Services Office at Unit 5737 and should include:

- Source of wire (sender or bank).
- Any identifying code numbers (reference & verification).
- Date wire is expected.
- Amount of wire transfer.

All incoming wires should be directed to Texas A&M University-Corpus Christi’s Depository Bank (Wells Fargo Bank) with instructions to the sender to include as much pertinent information on it as possible for identification purposes; i.e., for Tuition & Fee payment, the account name and number, invoice number, etc.

The Accounting Services Department can provide you with the wire address if and when needed.

Wire transfers may incur a wire transfer fee. The Accounting Services Department may allocate any such fees to the receiving department. Unidentified wires will be credited to the University’s miscellaneous revenue account if they are not timely identified by a department or unit.
FOREIGN CHECKS

Purpose

This section of the document defines University procedures on the acceptance and handling of foreign checks.

Introduction

Any check not drawn on a U.S. bank or which does not have a U.S. clearing bank listed on it is considered a foreign check even if the check is payable in U.S. funds.

Any departments accepting checks should have a statement in all publications (paper and electronic) to the effect:

“We only accept checks drawn on a U.S. bank and payable in U.S. funds.”

In the event that a foreign check is received by a department, and no other form of U.S. payment is available, the check must be submitted to the Business Office who will deposit the check to the bank. When the university receives credit, which may take up to 6 weeks, the respective department will receive income less any charges imposed by the bank.
GIFTS/DONATIONS

Purpose

This section of the document outlines and defines procedures for handling charitable gifts to Texas A&M University-Corpus Christi.

Introduction

Texas A&M University-Corpus Christi is legally and ethically bound to maintain proper financial accounting of all gifts to the University, whether these are for $10 or $10 million. Therefore, any University employee in any capacity who accepts a gift – regardless of the gift’s amount, value or form – is responsible for ensuring that the gift is properly handled and communicated to the Office of Institutional Advancement.

All charitable gifts to Texas A&M University-Corpus Christi are processed through Office of Institutional Advancement. You must notify Institutional Advancement at extension 2523 of all donations prior to deposit at the Business Office. At time of deposit, object code 0292 must be used for all cash donations.

The University is required to send a quarterly report to the Texas A&M University System Office (System Regulation 21.05.01 Gifts, Donations, Grants, and Endowments) listing all fundraising activities for our University. The only gifts included on this report are those processed through Institutional Advancement and entered into the University’s central database. Communication with Institutional Advancement ensures proper receipting and acknowledgement of donors. Without an official University receipt, the donor may not be able to take an IRS tax deduction for the gift amount. Donor information is recorded in our database for historical tracking of the donor’s relationship with the University.

Gift/Donation Processing

When your department receives any type of gift, it is preferred that you hand deliver the gift to Institutional Advancement along with a Report of Gifts Received form. This form can be found under the Forms section on the Institutional Advancement website at http://www.tamucc.edu/advancement/services/index.html. If it’s a monetary gift, the Institutional Advancement Office will record the gift, deposit it into the proper account per your instructions, issue a receipt to the donor, and track the gift in the gift database. If the gift is non-monetary, the Institutional Advancement Office will guide you on the proper way these gifts need to be processed to remain in compliance with system regulations.

If you choose to deposit the donation at the Business Office, you must deposit the donation to your gift account using object coded 0292. If your department does not have a gift account, you must contact the Institutional Advancement Office for further instructions. Submit the completed Report of Gifts Received form along with a copy of the Business Office receipt and copy of the check to Institutional Advancement to notify them of the deposit. Institutional Advancement Office will record the gift, issue a receipt to the donor, and track the gift in the gift database.
Report of Gifts Received Form

Report of Gifts Received

Return this form to:
Advance Services, Unit 5742

For questions, please call:
Anne Swan x3292 or Sonia Hernandez at x5559

Gift Received by (Department):

Department Contact Name: __________________________ Phone: __________________________

Date gift received: _________ Has gift been deposited? _____ If so, Date Deposited: ____________

(attach copy of deposit receipt)

<table>
<thead>
<tr>
<th>Gift Type</th>
<th>Amount</th>
<th>Account Name and Number gift was/should be deposited into:</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Check</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>o Cash</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>o Credit Card Options</td>
<td>$</td>
<td>Notes:</td>
</tr>
<tr>
<td>-Online Giving Website:</td>
<td><em>giving.tamu.edu</em></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>o In Kind/Other:</th>
<th>Please describe the In Kind/Other gift (please provide copies of the appraisal paperwork if item is valued at $5,000 or above):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value:</td>
<td></td>
</tr>
</tbody>
</table>

Purpose of Gift: ____________________________________________
__________________________________________________________________
__________________________________________________________________

Donor Name, Contact Person (if donor is a business), Address & Phone Number
(Please include position title (i.e. President, Manager) for contact person)
__________________________________________________________________
__________________________________________________________________

Please send copies of the following paperwork with this form:

- All correspondence relating to this gift (thank you letter, etc.)
- Copy of check, deposit memo and receipt (business office deposit receipt)
- Copy of solicitation (such as event flyer, letter asking for donation, etc.)

Thanks for your cooperation!
Pledges

The Governmental Accounting Standard Board (GASB), in Statement No. 33 Accounting and Financial Reporting for Nonexchange Transactions issued December 1998, requires all pledges to be accounted for in the financial reports of the University. All pledges need to be reported to the Institutional Advancement Office.

Questions

Please call contact Institutional Advancement at extension 2523 if you have questions regarding processing of gifts.
CHECK CASHING

Purpose

This section of the document outlines and defines University procedures regarding check cashing privileges.

Check Cashing Requirements

• Cashing of checks by departments is strictly prohibited under any circumstances. The Business Office is the only authorized check cashing facility at the University.

• A maximum of $25 in checks per person, per day, will be cashed by the Business Office.

• Checks will only be cashed for current students, faculty, and staff with a valid Sanddollar ID Card.

• The name, address, UIN or Student ID number, and phone number of the person cashing the check should be included on the face of the check.

Returned Checks

• Any check cashed at the Business Office and returned by the bank for any reason is subject to a Service Charge of $25.

• Immediate restitution by the employee or student for the returned check(s) and service fee(s) is required.

• Students will be placed on hold, which will deny registration and release of transcripts, until their account is cleared.

• Employees who have checks returned by the bank must make immediate restitution. The employee may be subject to disciplinary action up to and including termination if prompt restitution is not made.

• Payment must be made with guaranteed funds, ex. cash, cashier’s check, money order.

• Check cashing privileges will be temporarily revoked until restitution is made.

• Check cashing privileges will be permanently revoked after three checks have been returned by the bank or if restitution is not made immediately.
WORKING/CHANGE FUNDS

Purpose

Working/Change funds are made available as an advance to authorized cash handling units for the purpose of making change for currency sales and/or services.

Types of Working Funds

There are two main types of working funds: permanent and temporary. Permanent Working Funds are used by departments that receive cash and are required to make change on a daily basis. Temporary Working Funds are change funds obtained for a one time purpose, event, etc.

Permanent Working Funds Request and Authorization

A request for a Permanent Working Fund requires the following be submitted to the Comptroller’s Office for consideration:

- Petty Cash Form detailing justification for need of fund
- Detailed Departmental Cash Procedures
- Certification of Custody of Working Funds and Statement of Responsibility Form
Department Cash Procedures

Texas A&M University - Corpus Christi
Department Cash Procedures

Department ____________________________
Department Head ____________________________

CUSTODY OF CASH
Primary Custodian of Cash Funds ____________________________
Secondary Custodian of Cash Funds ____________________________
Describe facilities used for securing cash funds
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Describe procedures in place for securing cash
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

RECEIPTS
Check off which type of receiving process you use

____ Cash receipts through sundy receipt book issued by Bursar's Office
____ (List beginning receipt #)
____ Cash Register
____ Pre-numbered tickets
____ Other, specify ____________________________

Describe the receiving process followed by your department
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

TRANSMITTAL OF COLLECTIONS TO BUSINESS OFFICE
Describe procedure of transmitting collections to Business Office
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

OTHER PROCEDURES/COMMENTS ____________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Department Head Approval ____________________________ Date ____________________________
Temporary Working Funds

All issuance of temporary working funds are required to have advance written approval by the Comptroller of Texas A&M University-Corpus Christi. A request for approval to obtain temporary working funds can be accomplished by submitting a complete Temporary Working Fund Request Form to the Comptroller for approval. This form can be found online on the Accounting Services website at http://falcon.tamucc.edu/~account/Accountingservices/Accounting_Online_Forms.htm. The required information on this form must include the following: Name and UIN/last 4 of SSN of the person making the request, the amount, the beginning and ending date period the funds will be used for, a detailed purpose for needing these funds, the account number to be used, and where and how the funds will be secured. The department head or business coordinator/manager must sign the form.

The person being issued the temporary working fund must be an employee of Texas A&M University-Corpus Christi and must be the person that picks up the money at the Business Office. A form of ID is required when picking up the temporary working fund. Students and/or student employees are not eligible to be working fund custodians.

Once approval has been obtained, the Temporary Working Fund Request Form should be taken to the Cash Operations Manager (COM) in the Business Office where the COM will review and issue the approved amount to the person on the form. A picture ID and signature will be required to complete the transaction. The COM will maintain ownership of the original form until the funds are returned and receipt of funds is acknowledged on the form.

Temporary Working Funds must be returned to the Business Office no later than the next business day following the end of the event date as listed on the Temporary Working Fund Request Form. Receipt Books and/or endorsement stamps must also be returned at this time.

The Temporary Working Funds must be returned to the Cash Operations Manager (COM) directly. Do not have these funds deposited. The COM will verify and acknowledge receipt of the funds and any applicable receipt books, endorsement stamps, and/or zip lock bags with key. A copy of the original Working Fund Request Form with the proper acknowledgements will be issued as the final step.
# Temporary Working Fund Request Form

<table>
<thead>
<tr>
<th>Working Funds Custodian:</th>
<th>Dept:</th>
</tr>
</thead>
<tbody>
<tr>
<td>UIN/ Last 4 of SSN:</td>
<td></td>
</tr>
<tr>
<td>Telephone No:</td>
<td></td>
</tr>
<tr>
<td>Amount Requested:</td>
<td>Account Number:</td>
</tr>
<tr>
<td>Funds will be used from this date:</td>
<td>until</td>
</tr>
</tbody>
</table>

Notes: Working Fund Custodian must show proof of identification when picking up funds from Business Office. Funds will only be issued to Working Fund Custodian.

**Purpose for Funds:**

**State where and how funds will be secured:**

**Receipt of Funds:**

**Return of Funds:**

Signature: ___________________________ Date: ____________

I acknowledge receipt of the above mentioned funds and agree to return the funds upon completion of the event.

Signature: ___________________________ Date: ____________

The funds were returned to the Cash Operations Manager.
Working Fund Custodian Responsibilities (Permanent or Temporary)

- The custodian of the fund is fully responsible for the safekeeping of the fund and for its proper usage. The custodian must exercise caution in the administration and protection of the fund in his/her possession.

- The fund should be locked at all times and the key should be kept in the custodian's possession. At no time should the funds be left in unlocked desk drawers or cabinets.

- Any discrepancies in the fund are the responsibility of the custodian.

- Change funds must not be commingled with other funds or used for any other purpose.

Procedure to Change Custodian

If a fund custodian is transferring jobs or terminating employment at Texas A&M University-Corpus Christi, it is necessary to transfer the fund to a new custodian. The new custodian must have received the required training and background check. The fund should be counted and reconciled by the current custodian and then turned over to the new holder. The new custodian should acknowledge receipt of the fund by signing a Transfer of Working Fund Accountability form documenting the transfer of funds and the accompanying responsibility. The form can be found on the Accounting Services website at http://falcon.tamucc.edu/~account/Accountingservices/Accounting_Online_Forms.htm.

The form should be sent to the Accounting Services department whenever a change in custodian occurs.
Transfer Of Working Fund Accountability

To: Accounting Services
Unit 5737

Date of Transfer: __________

From: Custodian (printed) ________________________________

Department ________________________________
Account Name: ________________________________
FANIS Account #: ________________________________

The Change Fund of this department in the amount of $__________ is being transferred to a new custodian. The fund has been counted, cash totaling $__________ has been turned over to the new custodian.

Transfer by Former Custodian:
(signed) ________________________________
(printed) ________________________________ Phone #

Received by New Custodian:
(signed) ________________________________
(printed) ________________________________ Phone #

Approved by Supervisor:
(signed) ________________________________
(printed) ________________________________ Phone #
Fund Restrictions

- The working/change fund is to be used only for making change in cashiering operations.
- The working/change fund must be balanced on a daily basis.
- The working/change fund cannot be used for expenditures, i.e. as a petty cash fund.
- Each permanent working/change fund must be verified annually.
- If a unit ceases to be an authorized cash collection unit (permanent working fund); any working/change funds must be returned to the Business Office with an accompanying TAMUCC General Receipt Form depositing the funds to the GL account number, which was debited when the change fund was established.

Loss of Funds

- Refer to section - Reporting Over & Short
- Funds lost due to circumstances beyond the control of the custodian must be repaid from the department’s funds or other available operating funds.
- In the case of burglary or theft the University Police should be notified immediately. See section on Guidelines in the Event of Robbery
- To reimburse a fund for stolen currency, a memorandum should be requested from the University Police acknowledging that the theft has been reported and investigated by them. A copy of the memorandum including the incident number and the exact dollar amount should be attached to the Petty Cash Form as detail to support the request for reimbursement.

Verification of Fund by Department

Working funds will be verified on an annual basis by the department head or designee. A verification form will be sent by Accounting Services. The Department head or designee should verify and reconcile the fund. Under no circumstance should the custodian verify the fund. This annual verification form should be submitted to the Accounting Services department. Department supervisors should periodically perform surprise counts on a regular basis.

Audit of Funds

In addition to the recommended surprise counts by department supervisors mentioned above, the Accounting Services Department will perform surprise counts of working funds.
DIRECTORY

Business Office  
   Student Services Center  
   Unit 5765  
(361) 825-2600 option 4

Accounting Services  
   University Services Center  
   Unit 5737  
(361) 825-5620

Comptroller  
   University Services Center  
   Unit 5737  
(361) 825-5620

University Police  
   Non-Emergency  
   (361) 825-4444  
   Emergency  
   911