

## **FUNDS HANDLING (Cash Receipts) GUIDELINES AND PROCEDURES**

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Reference: Policy No.3600  
Funds Handling and Deposit of State and Local Funds

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- 1.0 Guidelines
- 2.0 Definitions
- 3.0 Roles and Responsibilities
  - 3.1 Department Head, Director, or Manager
  - 3.2 Cash Handler
  - 3.3 Depositor
  - 3.4 Reconciler
- 4.0 Direct Deposit Procedures
- 5.0 Cash Over/Short Situations
- 6.0 Lost or Stolen Funds
- 7.0 Receipt of Electronic Funds
- 8.0 Deposits for Credit Card Payments
- 9.0 International Checks
- 10.0 Petty Cash Change Fund Accountability

### **1.0 Guidelines**

University departments in a funds handling capacity should be committed to strong internal controls of cash receipts to prevent the mishandling of funds and safeguarding against loss. **Internal controls related to cash receipts are the business practices established to ensure all funds received are actually deposited in the bank and recorded in the Banner Finance System.** Establishing and following written procedures that include separation of duties and month-end reconciliations are the key business processes used to ensure the safeguarding of cash receipts. Strong internal controls also protect employees from being falsely accused of mishandling funds (theft, embezzlement) by defining crosschecking rolls for funds handling responsibilities. Criminal history checks should be performed for all employees involved in the cash handling function.

The Office of the University Bursar establishes all banking arrangements, including the acceptance of credit cards and electronic payments. Bank accounts may not be established at the department level in the University's name (i.e. Virginia Tech, Virginia Polytechnic Institute and State University, etc.) or any derivative thereof. Existing accounts must be closed and funds deposited in the University's bank account, which includes both state and university funds. Gifts and other donations should be handled

through the Virginia Tech Foundation (*Reference: Handling Virginia Tech Foundation Funds No. 12110, Rev. 2*). The Office of the University Bursar periodically reviews departmental funds handling procedures for compliance. **Deans, Directors, and Department Heads are responsible for implementing and maintaining internal controls by establishing written departmental procedures and must ensure compliance with the University Funds Handling Guidelines.** Areas not complying may lose the privilege of collecting funds.

These procedures must be followed in all circumstances, unless the department requests and is granted permission in writing from the Office of the University Bursar to modify these guidelines.

Areas accepting funds on a **regular basis** (three or more days per week) are required to obtain written approval from the Office of the University Bursar before becoming a cash collection point. To begin this process, please submit a '*Funds Handling Plan*' request form (See Funds Handling Plan Template). For those departments collecting funds on a **regular basis**, deposits must be made daily.

Those areas with **casual collections** of funds (i.e. occasional refunds, reimbursements, rebates, etc.) are not required to obtain prior approval, however, they must follow University Funds Handling (Cash Receipts) Guidelines and Procedures. For departments receiving **casual collections** of funds, deposits must be made each Friday or as soon as cumulative funds reach \$250.00 or greater. All accumulating cash receipts totaling \$250.00 or more must be deposited within 24 hours from the time of reaching this limit. Departments electing not to deposit daily assume more risk and are required to have acceptable safeguards in place. See the **Depositor** procedures below for further details.

It is the policy of Virginia Tech that the billing and collection of all receivables are processed through the University's central Accounts Receivable System managed by the Office of the University Bursar (*Reference: Accounts Receivable Policy 3605*), unless an exception is granted by the University Bursar.

## **2.0 Definitions**

1. Funds include coins, currency, checks, money orders, traveler's checks, credit cards, Hokie Passport and electronic funds transfers (i.e. Wires, ACH, and EFT).
2. A direct depositor (pre-depositor) is an area authorized by the Office of the University Bursar to deposit directly to the University's bank account rather than making deposits at the Customer Service Windows of the University Bursar's Office.

3. A cash collection point is an area within the university community or surrounding area in which a service or product is provided and funds are accepted.
4. A Cashier Log is used to document daily deposits and maintain accountability for receipt numbers and deposits.
5. A Mail Log is used as a detailed record of funds received by mail. This log also records the university deposit ticket number. It is not necessary to issue a receipt when the mail log is used.
6. A source document is a document used to record a payment within a specific system.
7. A university deposit ticket is a multiple copy document used to list the funding distribution for funds received and for entry to the Cash Receipts and Banner Finance Systems. These are obtained from the Office of the University Bursar.
8. A bank deposit slip is a multiple copy document used by authorized direct depositor departments to deposit funds directly to the University's bank account. These are obtained from the Office of the University Bursar. These departments must also complete a university deposit ticket for each deposit.
9. A Petty Cash Change Log documents the access of authorized personnel to the petty cash fund (i.e. restocking a drawer and verifying petty cash balances).
10. An Over/Short Log is used to document over and short amounts occurring in the balancing process of funds received.
11. A Void and Corrections Log is used to record voided and corrected transactions and provide adequate internal controls of receipts.
12. The Funds Handling Plan document is used by departments to obtain authorization to become a cash collection point.
13. The Funds Handling Compliance Accountant in the University Bursar's Office reviews cash collection areas throughout the University. This Accountant also advises departments and areas of cash handling policies and procedures and conducts periodic reviews of procedures.
14. Postdated checks are checks written with a date later than the actual or current date.

### 3.0 Roles and Responsibilities

#### 3.1 Department Head, Director, or Manager

Department Heads, Directors, and other Managers are responsible for implementing and maintaining good business practices (internal controls) over cash receipts. This is accomplished by establishing written departmental and unit procedures and periodically monitoring staff performance to ensure compliance with these procedures.

Procedures should be written in detail outlining each step in the funds handling process for the Department Head, Director, or Manager, the cash handler, the depositor, and the reconciler (person reconciling deposits to the Banner Finance reports). For those departments that do not have adequate staff to support proper separation of duties, compensating controls must be established to ensure procedures are followed. For example, the department may be granted permission from the Office of the University Bursar to allow the cash handler to also prepare the reconciliation. The Department Head, Director, or Manager must also review the daily activity to prevent the mishandling of funds and safeguarding against loss. Departmental procedures should also include security of funds (i.e. locking file cabinet, safe) during the workday, and storage for overnight safekeeping.

1. Establish written procedures for processing cash receipts. (The Funds Handling Compliance Accountant in the Bursar's Office is available to assist with this process.)
2. Ensure staff is properly trained in these procedures.
3. Periodically review the performances of the staff responsible for these activities to ensure the written procedures are actually being followed.
4. Revenues collected by the departments **may not be used** to cash personal checks, third party checks or to make change.
5. Funds and receipts must be kept in secure locations.

To protect the funds, they should be kept in a lockable container, such as a cash box, and stored in an area that is not visible to unauthorized personnel. The container should not be left unattended during the working day. At night, all funds must be kept in a secured (locked) storage area such as a locking file cabinet or safe. The type of security required depends on the amount of funds (see **3.3 Depositor** below). Receipts should be stored separately from the actual funds in order to maintain accountability for loss of funds should a theft occur.

6. Ensure adequate staff is available to enable separation of duties or in smaller departments, provide other adequate means to verify all funds received are deposited and recorded in the Banner Finance System.

7. Voided and/or corrected transactions are adequately documented and approved at the time of the transaction. This is a very important step in preventing theft and embezzlement.
8. Review and approve reconciliations monthly and ensure discrepancies are resolved within 60 days.
9. Daily receipt documentation must be retained according to established Commonwealth of Virginia, Records Retention Guidelines (*Reference: Cash and Bank Reports, GS102-200109*). The department should contact the University's Records Management Services department for guidance and record storage.

### 3.2 Cash Handler

The cash handler (first person) receives the funds and records the payment. Payments are recorded by the use of a mail log, multiple copy prenumbered receipts, or cash register. The original receipt must be given to each customer for in-person transactions. When the Hokie Passport is used as a form of payment, an accessible electronic customer transaction record is created and original paper receipts are optional. The department retains receipt copies or cash register journal tapes with the daily receipt documentation.

1. Verbal and written communications should request checks be made payable to the "Treasurer of Virginia Tech."
2. Endorse checks immediately upon receipt with:

For Deposit Only  
*Department Name*  
 Virginia Tech

(See Check Endorsement Sample)

3. Post-dated checks must not be accepted.
4. Canadian Postal or Foreign Money Orders should not be accepted.
5. Funds received must be documented by one or more of the following methods:

#### Mail Log

Funds received by mail must be recorded on a mail log (See Mail Log Template). It is not necessary to issue receipts for mail transactions. Mail transaction funds received should be totaled and balanced to the mail log or check copies.

## Manual Prenumbered receipts (multiple copy)

Departments may design their own receipts or purchase multiple copy prenumbered receipt books. All receipts must include, but are not limited to, the following information: the date received, the dollar amount, a receipt number, type of funds, name of the person paying for the transaction, description of the service or product, name of the department or area collecting the funds, and signature of the cash handler. Unused receipts must be maintained in a secured location. Receipts may be purchased through the University Printing Department or any office supply store. (See Manual Prenumbered Receipt Sample)

## Cash Register

Departments or areas accepting funds on a regular basis may wish to purchase a cash register. Cash register receipts must provide, but are not limited to, the following information: name of the department or area collecting the funds, date received, receipt or transaction number, register number, time stamp (if possible), cash handler identification number, description of service or product (if possible), dollar amount, and type of funds.

### 6. Balance funds to receipts/documents and/or 'Mail Log.'

Funds are balanced to the source documents and/or receipts. Checks should be batched together with a separate adding machine tape listing each check amount. These tapes should be totaled, dated and initialed by the cash handler.

### 7. Document balanced funds on a 'Cashier Log.'

The cash handler records on the 'Cashier Log' (See Cashier Log Template) the date, beginning and ending receipt numbers, total amount of funds, and cash handler initials.

### 8. Voided and/or Corrected Transactions

Obtain management approval for any corrected or voided receipts at the time of the transaction. Copies of the original transaction and the re-entry documentation should be kept with the 'Void and Corrections Log' (See Void and Corrections Log Template) in the daily work for audit purposes and subsequent review.

### Manual Receipts

- a. When voiding a manual receipt, write void across the receipt. The receipt is initialed by the person voiding the transaction (cash handler) and approved and dated by a supervisor or manager at the time of the void.
- b. When correcting a manual receipt, draw a single line through the incorrect information, enter the correction, and initial. This must be approved and dated by a supervisor or manager at the time of the correction.
- c. The 'Void and Corrections Log' must be completed with all pertinent information documenting the void or corrected transaction.

### Register Receipts

- a. Void capabilities must be limited to supervisor or manager access only. When a void is necessary, the original and voided receipts are stapled together and retained with the daily work.
- b. A cashier or supervisor/manager may enter a correction transaction (prior to transaction completion) depending upon register functionality.
- c. The 'Void and Corrections Log' must be completed with all pertinent information documenting the void or corrected transaction.

### Mail Log

- a. When correcting a mail log transaction, draw a single line through the incorrect information, enter the correction, and initial. This must be approved and dated by a supervisor or manager at the time of the transaction.
  - b. The 'Void and Corrections Log' must be completed with all pertinent information documenting the corrected transaction.
9. Funds, supporting documentation, receipts, and logs are given to the depositor (second person).

## **3.3 Depositor**

The depositor (second person) is responsible for verifying/re-adding the funds, receipts and/or source documents and comparing the amounts to the 'Cashier Log.'

1. Verify the funds and documents to the ‘Cashier Log’ and/or ‘Mail Log.’

This is accomplished by running a second adding machine tape on the funds and receipts/source documents. The cash handler’s adding machine tapes will be sent with the funds, while the depositor’s tapes will be retained in the department with the daily work. Also, the funds received for mail transactions are to be handled in the same manner and compared to the mail log. Funds from multiple cash handlers should be combined.

2. The depositor prepares a university deposit ticket retaining the back copy with the daily work (See University Deposit Ticket Sample).

The depositor completes the university deposit ticket in its entirety. This includes the following: the name of the person preparing the deposit, the date the deposit is prepared, the full department name, phone number, address, name of the person receiving the validated deposit ticket copy, mail code and the additional information below.

3. It is imperative that the depositor enters the correct Banner fund number, account code and amount on the university deposit ticket
  - a. The description field of the university deposit ticket should reference the ‘Cashier’ and/or ‘Mail Log’ (i.e. Cashier Log, receipts 1-6). Complete the type of funds received across the bottom of the university deposit ticket (i.e. cash, checks, credit card). Departments that require more than four Banner Finance fund and account numbers for one deposit should use the University Deposit Ticket Addendum (See University Deposit Ticket Addendum Sample).
  - b. The depositor should add the amount column on the university deposit ticket to verify this agrees with the total amount of the funds.
  - c. For those departments depositing directly with the University’s bank, a bank deposit slip (See Bank Deposit Slip Sample) must also be completed in its entirety. This includes the date prepared, total currency, total coins, total cash, total checks (batched) and grand total of all funds. This amount should agree with the total of the university deposit ticket and the combined totals of the ‘Cashier’ and/or ‘Mail Logs.’
4. The depositor is responsible for having the funds and university deposit ticket transported to the Customer Service Area of the University Bursar’s Office for deposit. For those departments utilizing direct deposit, the depositor is responsible for having the funds, university deposit ticket and bank deposit slip transported to the University’s bank (Reference: *Direct Deposit* section of these guidelines) by the Virginia Tech Police Courier.



5. For departments collecting funds on a **regular basis** (3 or more times per week) deposits must be made daily.
6. For those departments receiving funds less frequently (**casual collections**), deposits must be made each Friday or as soon as cumulative funds reach \$250.00 or greater. All accumulating cash receipts totaling \$250.00 or more must be deposited within 24 hours from the time of reaching this limit. Departments electing not to deposit daily assume more risk and are required to have acceptable safeguards in place.

### ACCEPTABLE SAFEGUARDS

Amount Stored	Preferred	Acceptable	Unacceptable
Less than \$100	Locked desk or locked file cabinet	Locked box	Not secured
\$100 to \$500	Safe	Locked desk or locked file cabinet	Locked box or not secured
Greater than \$500	Safe	Safe	Locked desk, file cabinet, box or not secured

7. Funds and receipts must be kept in secure locations. To protect the funds, they should be kept in a lockable container, such as a cash box, and stored in an area that is not visible to unauthorized personnel. The container should not be left unattended during the working day. At night or outside of business hours, all funds must be kept in a secured (locked) storage area, such as a locking file cabinet or safe. Manual receipts and the 'Cashier/Mail Log' should be stored separately from the funds in order to maintain accountability for loss in the event of a theft.
8. Check deposits may be mailed to the Office of the University Bursar (Attention: Customer Service, 150 Student Services Building, Mail Code 0143) providing the deposit:
  - Does not contain cash
  - Includes no more than 10 check items
  - Totals no more than \$250.00

Copies of checks should be made for each deposit mailed, as the department is responsible for lost deposits and having the checks reissued. Departments choosing to mail deposits must ensure they are received and entered by reconciling to the Banner Finance reports. Due to the greater risk, reconciling should be done at least once during the month in addition to the normal month-end reconciliation. **Deposits containing cash must not be mailed to the University Bursar's Office.**

9. Occasionally, departments receive funds (usually checks) lacking sufficient documentation for determining if these funds belong to the department. If these funds cannot be "identified" within 24 hours, the funds should be documented on a 'Change of Custody' form and must accompany funds taken to the Customer Service area of the University Bursar's Office. The 'Change of Custody' form will be date stamped received, copied with the original returned to the department representative. The Bursar's Office will assume responsibility for identifying and posting these payments.

### **3.4 Reconciler**

The reconciler (third person) is responsible to perform monthly departmental reconciliations (*Reference: University Fiscal Responsibility Policy No. 3100*). Reconciliations are performed by someone other than the person receiving the funds and the person preparing the deposit.

1. Reconciliations involve comparing each copy of the validated university deposit ticket to the revenue and/or expenditure recovery detail transactions listed in the Banner Finance reports. It also involves prompt follow-up and resolution within 60 days for any discrepancies (i.e. missing deposits or incorrectly posted cash receipts). These steps are necessary to ensure that all funds deposited into the University's bank are properly recorded in the Banner Finance accounting system. **This would detect data entry errors in the Banner fund/account as well as bank errors or employee theft.**
2. Completed reconciliations must be dated and signed by the preparer then reviewed, dated and signed by an approved Department Head, Director or Manager.

### **4.0 Direct Deposit Procedures**

Direct deposit allows departments to deposit funds directly with the University's bank before entry in the Banner Finance accounting system. This is accomplished by pick-up and delivery of deposits by the Virginia Tech Police Courier.

1. Departments wishing to deposit funds directly into the University's bank must first obtain approval from the Cash Receipts & Disbursement Manager in the Office of the University Bursar.
2. Upon approval, the manager will order bank deposit slips and locking deposit bags (bank bags) designated specifically for the department.
  - a. A journal entry will be prepared by the Bursar's Office charging the department for the cost of the bank bags.
  - b. Departmental bank deposit slips are maintained in the Office of the University Bursar and are continually restocked for the department. All bank supplies must be requested through the Customer Service section of the Office of the University Bursar.
3. Departments authorized for direct deposit must prepare a bank deposit slip and a university deposit ticket. Funds should be bound together and include an adding machine tape detailing currency, coin and check totals. The bank deposit slip should list the total cash amount including subtotals for currency and coin, check total and overall deposit amount. All copies of the bank deposit slip and the white and yellow copies of the university deposit ticket should be included in the locked bank bag with the funds to be deposited. The bank deposit slip total must agree with the university deposit ticket total.
5. The bank will verify and validate all copies of the bank deposit slip. The bank retains the first copy; returns the second copy to the department, and forwards the third copy to the Office of the University Bursar along with the completed university deposit ticket.
6. The Customer Service section of the Office of the University Bursar is responsible to record these deposits in the Cash Receipts and Banner Finance accounting systems. The validated copy of the university deposit ticket will be forwarded to the department to be used in the monthly reconciliation process.

## **5.0 Cash Over/Short Situations**

All deposits are to be made intact, inclusive of any over/short amounts. This over/short amount increases (overages) or decreases (shortages) revenues for the fund listed on the deposit ticket. Any over or short amounts should not be charged to a separate fund.

1. A cash 'Over/Short Log' (See Over/Short Log Template) should be kept for each cash collection area. This log is to be used for any differences between the total of funds and receipts. The supervisor should investigate and document outages that have a minimum value of \$5.00 or that are recurring. (Reference: *Lost or Stolen Funds* section of these guidelines).

2. The handling of returned checks is described in the Office of the University Bursar's Accounts Receivable procedures (*Reference: Accounts Receivable Policy 3605*). When a check is returned from the bank, the amount is debited (deducted) from the department's fund by the Bursar's Office. A copy of the returned check and journal entry is forwarded to the department to be used in the reconciliation process.

## **6.0 Lost or Stolen Funds**

In the case of a loss of funds or if a supervisor suspects irregularities in the handling of funds, the Virginia Tech Police Department must be contacted immediately.

1. Within five business days from the time of the occurrence, the department must file a memo stating a brief description of the loss with the Office of the University Bursar (Attention: Funds Handling Compliance Accountant). Additionally, the department must include changes in the departmental funds handling procedures that will prevent the situation from recurring.
2. A copy of the memorandum must also be sent to the Director of Internal Audit and Management Services, 279 Southgate Center (Mail Code 0328).

## **7.0 Receipt of Electronic Funds**

*Automated Clearing House (ACH), Electronic Funds Transfer (EFT) or Wire Transfers*

The Office of the University Bursar is responsible for all electronic payments. Departments wishing to receive funds electronically should contact the Cash Receipts and Disbursements Manager, in the Office of the University Bursar to receive the necessary bank information and to complete the required ACH Vendor/Miscellaneous Payment Enrollment Form normally received by the department from the vendor or agency initiating the electronic payment.

1. When departments anticipate receiving funds, a university deposit ticket must be completed for the electronic deposit and mailed or delivered to the Customer Service section of the Office of the University Bursar. The expected date the funds will be received should be printed in parenthesis beside the date of preparation.
2. The Customer Service section of the Office of the University Bursar will forward the validated university deposit ticket once the payment has been processed. The departmental copy of the validated university deposit ticket is used in the monthly reconciliation process.

## 8.0 Deposits for Credit Card Payments

Good business practices require the University to protect our customers' personal financial information and the disclosure of this information to non-affiliated third parties. This means all credit card information must be secured from unauthorized personnel and access. It is the university departments' responsibility to 'establish standards for administrative, technical, and physical safeguards for customer records and information.' *Reference: Board of Governors of the Federal Reserve System SR 01-15 (SUP) May 31, 2001.*

Departments wishing to accept credit card payments or add additional locations must contact the Cash Receipts and Disbursements Manager in the Office of the University Bursar to establish a merchant account with the University's credit card processor.

### 1. Terminal and Printer Method

- a. The cash handler is responsible for entering the credit card transactions and processing the daily batch settlement as outlined in the credit card processor's "Merchant Operating Guide." Charges are transmitted directly to the bank via analog lines. A successful transmission and batch settlement is indicated on the 'Batch Report Settlement' ticket by a good batch number (GBOK#).
- b. Charge slips are totaled and balanced to the credit card batch settlement total, as well as, source documents and/or receipts.
- c. The department must maintain charge slip copies with the daily work, which must be maintained in a secure location due to sensitive credit card information. The total settlement is entered on the cashier log.
- d. The depositor is responsible for verifying/re-adding the charge slips, source documents/receipts, and comparing the amounts to the batch settlement as well as the 'Cashier Log.'
- e. The copy of the 'Batch Report Settlement' ticket (including the GBOK#) showing the day's credit card sales and completed university deposit ticket should be delivered or mailed daily by the depositor to the Customer Service area of the Office of the University Bursar.
- f. A validated copy of the university deposit ticket will be mailed to the department to be used in the reconciliation process.
- g. Any credit card transaction involving a refund must be handled in the same manner as the original transaction. In other words, a refund must be credited back to the original card number. Supporting documentation

must be maintained to confirm the reason for the credit, the amount credited to the correct card number, and the credit (refund) was authorized.

## 2. Online or Internet Method

- a. The credit card report is balanced to the database totals on a daily basis.
- b. A copy of the 'Batch Report Settlement,' including the GBOK# showing the day's credit card sales and university deposit ticket should be delivered or mailed daily by the depositor to the Customer Service area of the Office of the University Bursar.

Departments using multiple point of sale 'POS' machines should utilize 'Merchant Connect' retrieving a total submit report for the day's activity. The total submitted report and university deposit ticket should be delivered or mailed daily by the depositor to the Customer Service area of the Office of the University Bursar.

- c. Data transmission of credit card information must be processed through secured methods.
- d. Any credit card transaction involving a refund must be handled in the same manner as the original transaction. In other words, a refund must be credited back to the original card number. Supporting documentation must be maintained to confirm the reason for the credit, the amount credited to the correct card number, and the credit (refund) was authorized.

## 9.0 International Checks

1. International correspondence from the University requesting funds (i.e. admission fees, sponsored funds, and conference registration, etc.) must request checks that are payable through a U.S. correspondent bank and written in U.S. dollars.
2. International checks presented to the University for payment should be handled separately from checks drawn on U.S. banks. These checks are sent for collection efforts and will incur charges from the international bank as well as the University's bank. In order for the University to realize any credit from an international check after collection, the check amount must be greater than \$125.00.
  - a. International checks **not payable** through a U. S. bank must be sent for collection through banking channels. This type of international check must be taken to the Customer Service area of the Office of the University Bursar to request collection efforts. A university deposit ticket must

accompany the check(s) and completed except for the amount to be deposited. The bank will notify the Customer Service area of the Office of the University Bursar when the collection process is complete. The Customer Service Representative will complete the deposit ticket, process the deposit through the Cash Receipts System, and return the validated deposit ticket to the department. Checks sent for collection will not be deposited to your Banner Finance fund at face value. The amount deposited is based on the exchange rate at the time of collection minus bank collection costs.

- b. If the check is **payable** through a U.S. bank but *does not have a routing number* printed on the lower left corner of the check, it must be submitted on a separate university deposit ticket. These items should be taken to the Customer Service area of the Office of the University Bursar for special handling.
- c. International checks **payable** through a U.S. bank that have a routing number on the check can be processed normally.
- d. The bank will return international checks that are included in a regular deposit, but should be sent for collection to the Office of the University Bursar. These checks will be charged back (debited) to the departmental Banner Finance fund, and if later collected, the department will receive credit at that time.

## **10.0 Petty Cash Change Fund Accountability**

Departments maintaining change funds used in daily business operations are required to count, under dual control (two people), the entire fund monthly and document the count on a 'Petty Cash Change Log' (See Petty Cash Change Log Template).

Any access to the petty cash fund (i.e. drawer replenishment) must also be documented, under dual control, on the 'Petty Cash Change Log.' Petty cash change funds must always stay consistent in amount. This means that the fund can never be out of balance (over/short).

Petty cash change funds must be maintained in secure locations at all times (Reference: *Acceptable Safeguards* sections of these guidelines).

Any questions concerning the Funds Handling Guidelines and Procedures can be directed to the Funds Handling Compliance Accountant, Office of the University Bursar (mail code 0143), phone 540-231-6277.

- Revision: 2014.1

Ref: 3.1 Department Head, Director, or Manager #9

Changed General Schedule number to GS 102-200109 Cash and Bank Records

Ref: 3.2 Cash Handler

Changed original paper receipts as optional for Hokie Passport transactions.

Ref: 3.2 Cash Handler #5

Removed in lieu of a mail log, departments may copy all checks indicating the date received.

Ref: 3.3 Depositor #9

Added funds should be documented on a 'Change of Custody' form and must accompany funds taken to the Customer Service area of the University Bursar's Office.

Ref: 8.0 Deposits for Credit Card Payments #2, b.

Added Departments using multiple point of sale 'POS' machines should utilize 'Merchant Connect' retrieving a total submit report for the day's activity.