



## **FINANCIAL AND BUSINESS SERVICES POLICIES AND PROCEDURES**

Area:	Bursar's Office	Number:	
Subject:	Cash Management Policy for All Deposits	Issued:	March 18, 2010
Applies To:	University	Revised:	March 29, 2013
Sources:	Board of Regents Policy Manual	Page(s):	1 of 6

### **Purpose**

1. To establish sound cash management practices to ensure efficient utilization of cash, cash equivalents, and cash receipts originating from campus departmental sales.
2. To provide guidelines of good business practices and internal controls to management and all employees.
3. To establish effective safeguards over cash and cash equivalents belonging to and entrusted to the University.

This policy applies to all University faculty, staff, students, organizations, departments and individuals that handle cash, cash equivalents, and cash receipts from University sales and/or revenues.

### **Definitions**

Cash and cash equivalents are currency, coins, and checks received but not yet deposited.

Cash receipts are documents that contain specific details relating to transactions where cash or cash equivalents are received by the University. The amount received, date, customer name and other details appear on a cash receipt. The University may require additional information depending on the type of cash receipt document. Cash receipts are a source that auditors review to ensure accurate financial reporting.

### **Cashiering**

The Cashier's Office is responsible for receiving, recording, and depositing into the Operating Bank account all monies received by the University. All revenue (cash, checks, and credit cards) collected by University units must be deposited at the Cashier's Office. Checks made payable to Georgia Southern University or a University unit must be deposited with the University Cashier's Office. University units include schools, colleges, divisions, departments, and other organizations identified in the University's budget. The Bursar's Office and AVP of Financial and Business Services as delegated by the Vice President of Business and Finance are the sole units authorized to transact business in the name of Georgia Southern University with banking and financial institutions. No other bank accounts may use the name Georgia Southern University or the University's federal tax identification number.

The Cashier's Office serves the student body, departments receiving revenue from sales or services, and University employees. The Cashier's Office provides services for accepting payment of student tuition and fees as well as limited check cashing for students, faculty, and

staff. The Bursar's Office has the responsibility of establishing, implementing, and monitoring cash control procedures and must be consulted in all purchases of software systems used for billing, revenue receipting, or collection solutions for any University department to ensure compliance with the University's Cash Management policy as well as for adequate internal controls.

The Cashier's Office business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

### **Credit Cards Sales**

Credit cards are an acceptable method of payment for goods and services provided by Georgia Southern University and Touchnet is the selected campus vendor for credit card processing. Units considering using any other credit card payment application must contact the Bursar's Office in advance of contracting for such services.

The University must meet PCI (Payment Card Industry) Compliance standards. Georgia Southern's PCI Compliance Policy is administered by Information Technology Services and may be found at: <http://services.georgiasouthern.edu/its/policy.php>

The Bursar's Office provides assistance to departments wishing to collect payments via the web. Touchnet Information Systems, Inc.'s MarketPlace is the University's selected credit card processing partner because all credit card data is stored and maintained within Touchnet systems which are annually certified for PCI compliance. Any paper trail that contains credit card information must be disposed of properly in compliance with Payment Application Data Security Standards ([PA-DSS](#)). It is required that a representative from the Bursar's Office be included as a member of any team involved in implementing any system or process involving the acceptance of online payments.

Banking regulations require that any refund for a transaction paid by a credit card must be processed as a credit back to that card. If the card is no longer valid, a check refund may be issued, but only after receiving notification from the bank of the invalid account and the return of the funds in question to the University's General Operating account. Documentation must be obtained and kept on file to show that compliance with the banking regulation was attempted.

On-campus merchants accept MasterCard, Discover, American Express and Visa. Payments on a student account for tuition, fees, room and board, and related charges may be made online with MasterCard, Discover, or American Express (see following details).

### **Payments for Tuition and Fees**

Students or parents of students may pay for tuition and fees using one of two options:

1. The student/parent may access the student's WINGS account and pay via on-line check (using a checking account) or on-line credit card (using MasterCard, American Express, or Discover). When choosing web payment, the student/parent will be routed to the Bill+Pay interface to review their invoice and payment options. The student/parent must input the required information which is encrypted before submission to the University's bank or credit card processor (TouchNet). The Cashier's Office will retain required documentation for reconciling deposits or settlements to students' accounts with bank reports showing receipt of funds. On-line check and credit card payments for students'

tuition are managed by the University vendor, TouchNet. All secure data is stored at TouchNet's secure location and cannot be accessed by University employees.

2. The Cashier's Office also accepts payment by cash or check for tuition and fees. Checks may be mailed to the Cashier's Office at P.O. Box 8155, but all cash transactions must be made in person at Deal Hall Cashier's Office.

### **Cash Handling Procedures for Departments Making Deposits**

Deposits for general operations are receipted by the Cashier's Office when the funds are deposited into the Operating Bank account, and credited to the appropriate accounts. Deposits received for restricted purposes from sources outside the University are credited directly to the appropriate accounts and receipt notification is sent to the University unit responsible for the administration of the restricted project.

- **Recording** - Each unit must have a system to provide a dated, sequential record of the original entry of all funds received. Any method used must provide a clear audit trail. Examples are: pre-numbered GSU receipts (issued and controlled by the Cashier's Office), cash registers, or computerized cash receipt systems. The recording of the receipt must occur as soon as the funds are received. Checks must be endorsed as soon as practicable after checks are received. Endorsements must read as follows:

**FOR DEPOSIT ONLY**  
**Georgia Southern University**  
**(Name of Depositing Unit)**

- **Documentation** - Each Deposit Transmittal must be accompanied by written documentation that adequately supports the amounts listed on the deposit transmittal. Examples of backup documentation include cash register tapes, copies of pre-numbered cash receipts, prepared schedules of checks, individual check copies, or cash receipt list from other cash receipt system. Deposits without adequate supporting backup documentation will be held at the Cashier's Office until backup documentation is provided within a reasonable time set up by the Cashier's Office Business Manager. Department head or Unit Manager must be notified of the deficiency of back up documentation if time lapses and action is not corrected in a timely manner by the employee making the deposit.
- **Signature Authorization** - Each transmittal form must be signed (not initialed) and dated by the form preparer and the unit Budget Manager. A copy of each transmittal report must be retained by the depositing unit. The depositing unit must deliver the deposit in person to the Cashier's Office. A cashier will process the deposit and give the depositor a receipt to be attached to the unit's copy of the transmittal form. The person making the deposit must wait while the deposit is processed to alleviate any balancing problems.
- **Depositing** - Each unit must balance cash receipts recorded since the last deposit of cash, checks, and batch settlement of credit cards on a daily basis. Deposits must be made in the Cashier's Office within 24 hours of receipt by the office making the deposit. The deposit must be accompanied by a deposit transmittal form that reflects the beginning and

ending cash register readings or receipt numbers, the date funds were collected, and a schedule balancing receipts recorded to receipts collected. Deposit Transmittal Forms and instructions may be found at:

<http://services.georgiasouthern.edu/bursar/revacctforms.html>.

Any cash over or short must be recorded to the department's Over/Short account. The detail codes and amounts to be credited must be clearly identified on the transmittal form. Detail Codes are 4 alpha numeric characters that are used to represent the full general ledger account number.

New Detail codes for ongoing receipts may be requested using the instructions and forms located at: [http://services.georgiasouthern.edu/bursar/forms/Detail\\_Code\\_Request\\_Inst.htm](http://services.georgiasouthern.edu/bursar/forms/Detail_Code_Request_Inst.htm).

### **Non-Routine Deposits**

Some units or departments receive funds on an infrequent basis. Deposits of this type must be received by the Cashier's Office as soon as possible (at least weekly). All other Deposit Transmittal procedures concerning documentation and Transmittal Form completion (as detailed above) must be followed.

**Change Orders** - The Cashier's Office fills change orders for departments at their request. To assure availability of an exact change order, requests must be placed by 9:00 a.m. Change orders requested after the change request has been made to the bank will be filled with funds the Cashier's Office has available.

**Accounting** – The transmittal forms specify the detail codes that are to be used to record the deposit in the University's accounting system. Depositing units must use Business Objects to view their Financial Reports to ensure that deposits have been properly recorded.

### **Cash Controls and Safe Keeping**

It is the responsibility of each depositing unit to safeguard funds and provide an unbroken audit trail that reflects where funds were initially recorded, deposited, and appear as a credit in an official University account. Each University unit that collects funds or maintains a petty cash or change fund has the responsibility to follow cash control procedures. In addition to cash control procedures built into the cash handling procedures, the following more specific control procedures must be maintained.

1. Cash funds must be kept in a locked cash box or vault and access to the funds must be limited to approved personnel.
2. Sales taken from a cash register or cash drawer must be placed in a locked deposit bag when being transferred for deposit preparation. Locked deposit bags are available through the Cashier's Office.
3. Petty cash and change funds must be balanced periodically, preferably daily (on any day with activity), but at least weekly.

4. Deposits must be made daily or within 24 hours of receipt of funds by the office making the deposit. Departments are responsible for making arrangements for another person to make deposits when the regular deposit preparer is not available.
5. Petty cash and change funds must be retained on campus and available for cash verification by the Cashier's Office or auditors.
6. Departments having large deposits of cash must request a University Police escort to the Cashier's Office. This is a security precaution for both the employee and the University.
7. Disbursements must not be made from cash receipts or change funds for any reason.
8. Cash discounts or refunds must be authorized by the appropriate budget manager.
9. Cashiers must notify the Cashier's Office Business Manager immediately when any depositing unit has a loss or entry to cash over/short of \$100.00 or greater. The date, depositing unit name, and amount should be entered on a cash over/short log maintained in the Cashier's Office and is reviewed by the Bursar at least monthly.
10. Any loss or entry to cash over/short exceeding \$300.00 must be reported to the Bursar. The Bursar will notify the supervisor of the depositing unit.
11. Any loss or entry to cash over/short exceeding \$500.00 must be reported to the Bursar, who must immediately notify the Associate Vice President (AVP) of Financial and Business Services and the supervisor of the reporting unit. The AVP will assess the need to contact Public Safety, Risk Management, and the Director of Internal Audits.

#### **University Check Cashing Policy**

1. Two party checks may be accepted with a purchase during the first two weeks of a semester. No two party checks may be accepted after the first two weeks of a semester.
2. GSU Payroll checks will not be cashed at the Cashier's Office. Holders of these checks are instructed to cash the check at the issuing bank or at the Statesboro Wal-Mart store (up to \$3,000.00).
3. GSU Financial Aid checks may be accepted with purchase of goods. The issuing bank, which is located within close proximity to campus, will cash these checks.
4. Personal checks may be cashed up to \$50 with valid picture identification. Cashing of checks greater than \$50 must be approved by the Cashier's Office Manager. Checks must be made payable to "GSU-Cash."
5. University personnel must not cash personal checks from petty cash or change (vault) funds. All employees must cash checks only at the Cashier's Office. Such checks must be sent to the bank with that day's deposit.

6. The Collection Specialist Returned Check List must be checked when accepting checks. No unit is permitted to accept a check from a person that is listed on the Returned Check List.

### **Returned Check Collection**

Checks (paper or electronic) returned for any reason will be handled in accordance with the state laws of Georgia and the University System of Georgia policies. Returned items will be assessed a service fee of \$30.00, or 5% of the face value of the check, whichever is greater, and a hold will be placed on the student's record.

The university will notify the student (maker) of the returned item via certified mail detailing the payment options available.

Tuition/fee payments returned for non-sufficient funds will be re-deposited the first three weeks of class. Tuition/fee payments returned after the cancellation date must be paid within 10 days of the date of the notice or the student may be administratively withdrawn from all classes and charged for the time enrolled according to the University catalog.

After three checks (paper or electronic) have been returned, the student's (maker's) privilege of writing checks to the university will be suspended.

A University employee providing a check that is returned for any reason will initially be contacted directly. Employees not responding to two collection attempts will be referred to the Budget Manager of their unit. If funds are not paid within 60 days, the amount of the item plus collection costs will be deducted from employee's earnings on the next available payroll process.

All amounts owed to the University that are not cleared when due will be subject to reasonable collection costs which could include collection agency fees, attorney fees, court costs and other charges necessary for the collection of the debt.