

PROCEDURE

Effective Date: Approved July 18, 2005

Approved By: President's Council

Authority: RCW 43.01.050; SAAM 85.50.20.a

Cancels: NONE

See Also POL-U5351.09 Depositing Cash

POL-U5351.08 Balancing Cash to Receipts

PRO-U5351.08A Handling Overages and Shortages

This procedure applies to departments that deposit cash with the University Cashier.**PRO-U5351.09A DEPOSITING CASH****Action by:**

Cash Handler

Action:

1. **Balances** cash received to manual receipts issued or automated cashiering reports and **completes** deposit form using either the WWU Departmental Deposit/Receipt form or their own deposit form. The form must include the following information:
 - Department Name and Mail Stop
 - Date
 - Preparer
 - Budget Code(s) for deposit
 - Description of deposit
 - Breakdown of cash, checks, credit cards
 - Total deposit amount
2. During University business hours (Monday through Friday, 8:00 am to 5:00 pm, excluding holidays), **delivers** deposit to University Cashier.
 - 2a. If receipt needed immediately **waits** for receipt. **Proceeds** to Step 8.
 - 2b. If receipt not needed immediately **secures** deposit in locked bank bag, **gives** bag to University Cashier, and **signs** Departmental locked bag log . **Proceeds** to Step 7.
3. During non-University business hours, **secures** deposit in department's locked physical device until cash is transported to University Cashier (approval must be obtained in advance from the Bursar on FORM-U5351.09A, 24 Hour Deposit Requirement Waiver and Deposit Security Form), OR **secures** deposit in locked bank bag and **delivers** bag to University Police.

PROCEDURE

Action by:

Action:

- 3a. If delivering deposit to police:
 - **Writes** name, date, department, and Bank Bag # on two-part receipt,
 - **Obtains** the officer's signature on receipt documenting transfer of Bank Bag,
 - **Retains** one copy of receipt,
 - **Gives** one copy to the officer with the bag, and
 - **Notifies** University Cashier by e-mail, or no later than the morning of the next business day that deposit is in police vault.
- 3b. If securing deposit in department, **delivers** deposit to University Cashier on next business day and **returns** to Step 2a or 2b.

University Police

4. **Locks** deposit bag in vault.
5. **Notifies** University Cashier that deposit is in police vault on next business day.

University Cashier

6. **Retrieves** any deposit bags held in Police vault on the next business day.
7. Two employees **open** each locked bank bag, **count** the cash, and **document** the count.
 - 7a. If deposit monies counted do not equal total written on deposit form, **contacts** department immediately.
8. **Posts** the transaction in the financial system and **gives** receipt to department employee or **mails** receipt to department.
9. **Deposits** cash in University Bank Account within 24 hours of receipt.