Cash Receipting Procedures
Cash Handling Training
This presentation is designed to give departments a brief outline of key procedures and controls that should be in place to safeguard cash, checks and credit card transactions.

For this presentation, “Cash” refers to currency and checks.
Two people should open the mail whenever cash could be received and the amount should be recorded in a log or cash register immediately. This reduces the temptation for employees to misappropriate cash.
Each department should create their own log. The log should include at least the check #, name, amount, date received and any other information needed by the department.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Amount</th>
<th>Check #</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/15/2010</td>
<td>Wolverine</td>
<td>$200.00</td>
<td>999</td>
<td></td>
</tr>
<tr>
<td>8/15/2010</td>
<td>Woldo</td>
<td>$150.00</td>
<td>888</td>
<td></td>
</tr>
</tbody>
</table>
Pre-numbered Receipt

- The cashier and customer should have a copy of a pre-numbered receipt for each transaction.

This ensures transactions are recorded and helps identify any losses.
Each person authorized to receive cash should have a separate, secured cash drawer or register.

This ensures the person with control of the cash is also the one responsible for it.
Count the Change First

- When cash is accepted and change is required, the currency should not be placed in the register until after the change is counted out to the customer.

This helps ensure the correct amount of change is given. Sometimes questions arise concerning what denomination(s) of currency was received by a cashier.
Verify Picture ID

- When receiving a payment via check, the student’s identification number or driver’s license number should be written on the check. Picture ID should also be verified.

This helps ensure that the person is using their own check and facilitates locating the individual if the check bounces.
Endorse Check Immediately

- Make sure checks are restrictively endorsed to **Utah Valley University** as soon as they are received.

This prevents an individual from cashing a check made out to UVU. It is relatively easy to for an individual to get a check cashed, even if it is not made out to the individual, unless it is stamped “Deposit to Utah Valley University” on the back.
Check Signature and ID

- When receiving payment via credit card, compare the signature on the back of the card and verify picture ID.

This helps ensure that the person is using their own credit card.
Use Secure Storage

- Cash and credit card numbers can be lost or stolen unless they are kept in a secure register, cash box, or cash bag.

Leaving cash or credit card receipts on desk tops, in unlocked drawers or in envelopes increases the risk of theft of cash or credit card numbers.
Federal laws require the University to maintain proper procedures and controls to prevent an individual’s identity from being stolen. We can do this in the following ways:

- Keep checks and credit card numbers in a cash register or locked drawer.
- Lock the cash register or drawer when it is not being used.
- Keep checks and credit card receipts in a safe at night.
- Make deposits as soon as possible.
- If copies of checks are made, block out all personal financial information such as bank account numbers on the copies.
Questions?

- Brent Turner
  - Office: Browning Administration Building BA206
  - Email: turnerbr@uvu.edu
  - Phone: 801–863–8362

- Kayo Nilsson
  - Office: Browning Administration Building BA213
  - Email: nilsskay@uvu.edu
  - Phone: 801–863–8979