

To: The Bursar's Office

From: _____

Department: _____

Date: _____

RE: Cash Receipt Procedures

I am aware that policies and procedures are in place detailing the processes the University of Texas Health Science Center at Houston departments are to follow regarding receipt of funds. These policies and procedures have been provided to me by the Bursar's Office and I am aware that I can also reference additional guidance at the Bursar's Office website at <http://www.uth.tmc.edu/finance/bursar/> and in HOOP.

I have been designated by my Organization Manager to prepare deposits of University funds on our department's behalf. I understand that I have fiduciary responsibility over the funds in my possession and that I must deposit these funds within 24 hours of receipt with the University of Texas cashier. Funds include cash, checks, wire transfers, letters of credit, and credit cards.

I understand that all departments must establish and document their departmental procedures for handling cash and that paper receipts must be provided to customers or clients for all transactions. Funds must be kept in a secure location and checks must be restrictively endorsed to The University of Texas Health Science Center. Copies of checks and all supporting documentation must be included with my deposit at the time the deposit is presented to the cashier for processing along with FMS documentation detailing the deposit entry.

I understand that I and my department will be held accountable in the event that my deposit is returned or my records are not compliant with University standards and that damages up to and including monetary fines and budgetary restrictions for the department, and/or disciplinary action for myself and others in the department could result.

Name	Title	Date
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cc: Bursar's Office