

POLICY NO: IV:05:01

Procedures Pertaining to Cash Receipts and Deposits

All payments received on behalf of the University must be receipted, on official receipts, in the Business Office. All checks in payment of amounts due the University should be made payable to Middle Tennessee State University, or MTSU, and should be mailed directly to the Business Office by the maker when possible. All such checks should indicate the account or function to be credited.

All checks received on behalf of the University, not mailed directly to the Business Office, should be turned in to the Business Office promptly, accompanied by a "Checks for Deposit" form (copy attached). Checks should **not** be made payable to departments, department heads, or any university official or employee designated by name. If checks are received through the mail with the payee improperly designated, they should be appropriately endorsed for deposit only - MTSU before transmitting them to the Business Office.

All receipts must be deposited intact. No expenditures may be made from cash receipts, and no receipts may be retained within a department for departmental use.

No separate official or semi-official funds (other than official Petty Cash Funds) may be maintained in any department unless same has been reported to and approved by the Vice President for Business and Finance. Any such funds on hand should be transmitted to the Business Manager with statement as to source, and designation of account to be credited.

RECORDING OF RECEIPTS

All departments or activities regularly receiving cash in their routine operations must record each transaction in an official university receipt book (available from the Business Manager) or record the transaction on a cash register in the presence of the customer or payer. When the payment involves currency to be recorded in an official receipt book the original receipt must be delivered to the payer.

Departments or activities which have only isolated instances of receipts and do not maintain a receipt book should not accept **currency** payments but should direct the payer to the office of the Business Manager for obtaining an official receipt. Checks which are received by such departments should be promptly transmitted to the Office of the Business Manager accompanied by a "Checks for Deposit" form.

TRANSMITTAL AND DEPOSIT OF RECEIPTS

FREQUENCY

Bookstores, food service units, and other activities having daily receipts should deposit each day's receipts in the Business Office no later than noon of the following day. Other units and departments should deposit their receipts as frequently as prudent business judgment would dictate, depending on the amount of receipts and the security precautions available; however, in no event should any receipt item remain in a department longer than 48 hours prior to transmittal to the Business Office.

The official university receipt book on which the receipts have been recorded must be transmitted with the receipt items. Business Office cashiers will verify the deposit and include departmental

receipt numbers on the Business Office receipt. The original Business Office receipt will be given to the transmitting unit or department.

SPECIAL JUNE 30 FISCAL YEAR CLOSING PROCEDURE

Under present University and State regulations, it is imperative that receipts of all University departments through the close of business on each June 30, the end of the fiscal year, be deposited promptly on July 1 and that each such transmittal be clearly designated "July 1 as of June 30" in order that credit for these receipts may be reflected on the records for the proper fiscal year.

CUSTODY AND SAFEKEEPING OF RECEIPTS

Department heads should see that proper safekeeping facilities are available and that proper safeguards are taken to protect official funds until transmitted to the Business Office. Currency should never be transmitted through the campus mail. Combinations to safes should be changed whenever employees having the combinations are terminated. Cash should not be left in cash registers overnight. If unusually large sums are on hand, arrangements should be made for use of the night depository procedure, or for a security officer to accompany the deposit.