Facilities Management Procedure
Weber State University
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Daily Cash Reporting Procedure for Facilities Management

Description:
This document provides a procedure for reporting all forms of payment received at the Weber State University Facilities Management Business Office.

References:
PPM 10-4 Payment Card Handling Policy
PPM 5-11a Change Funds

Definitions:
Daily Cash Report: The form on which monies accepted in the Facilities Management Business Office are to be recorded before deposit to the University Cashier’s Office

Change Fund: A designated amount of monies, authorized by the University controller to be used for receipting monies, cashing checks and making change.

Monies: Forms of payment including cash, checks and credit/debit card payments.

Responsible Party:
Director of Facilities Business Services or designee

Procedure:
The Facilities Management Business Office (FM Business Office) will accurately report, track and deposit monies of any form received at the FM Business Office. Facilities Management will comply with University cash, credit/debit card and check handling standards.
Cash Handling Training must be completed annually by all persons who handle cash, checks or credit/debit cards at Facilities Management. Cash Handling Training can be found on the Internal Audit Department webpage.

Monies will be deposited at the University Cashier’s Office within one business day. After deposits are made, record receipt numbers in a log book maintained for that purpose at the FM Business Office.

For security and accountability purposes, two (2) people will transport and deposit monies at the University Cashier’s Office.

In accordance with University policy, the duties of securing, balancing, depositing and reconciling cash will be segregated. FM Business Office personnel who have completed the Cash Handling Training will handle the Daily Cash Reports according to the following procedures:

**A. Recording and Depositing Payment**

1. Accept the payment at the FM Business Office front desk and write a receipt for all cash/checks received, give the original to the customer and keep the copy in the booklet for reporting on the Daily Cash Report.
2. Record any monies received for key related items on the customer’s Key Request and attach to key record.
   a. For cash, card or check payments for keys, stamp the Key Record and record the type of payment (cash, check, card, or cashier’s office receipt) and the amount.
   b. If a cost code is used for key deposits, record the cost code, date and amount of deposit directly on the key record.
3. An individual other than the money collector will obtain a “Facilities Management Daily Cash Report Form” and continue the process.
4. Label the items in the “Description” box (e.g. key deposit, recycling etc.). Separate transactions are recorded in separate boxes (e.g. key deposits for individuals listed in separate boxes with W numbers).
5. Fill in the detail code and/or index and account.
6. Add the totals together.
7. Divide the checks and currency in the lower boxes (See Section B for check handling).
8. Write the date on the provided line.
9. Write the number of the cash report according to the next number in the sequence (001, 002, 003 etc. to track how many have been deposited that fiscal year).
10. Write the range of receipts used from the receipt book.
11. Enter in all information in the “Checks Log.”
12. Sign the form as the preparer.
13. An individual other than the preparer will review the form and monies received before depositing monies at the cashier’s office. The individual will sign when the review is complete.
14. An individual other than the reviewer/approver will deposit the monies at the University Cashier’s Office on the same day it was received. Two (2) persons must always transport the monies to the University Cashier’s Office.

15. Retain a copy of the Daily Cash Report at the FM Business Office. Deposits will be reconciled on a monthly basis by the Director of Facilities Business Services or their designee.

If the deposit is over or short, document the amount of the deposit and the discrepancy and deposit the monies regardless. Facilities Management will be contacted by Accounting Services if there is an overly large discrepancy.

B. Check Payments

When receiving checks, FM Business Office personnel will complete the following steps:

1. Stamp checks immediately after receiving them from the customer with the “WSU deposit only” stamp.
2. Write the customer’s W number on the front of the check.
3. Completely fill out the “Checks Received” log.
4. Only use the check log for check reporting, not currency reporting.
5. Deposit the checks with the “Checks Received” log at the University Cashier’s Office the same day they are received.

C. Credit/Debit Card Payments

1. Never record a customer’s card number or card information.
2. The FM Business Office employee will connect the customer with the University Cashier’s Office via telephone to make any payments AND request the receipt from the transaction to be sent to Mail Code 2601.
3. Transaction numbers may be recorded in order to obtain receipts at a later time.
4. Any receipts received will be filed with appropriate paperwork or directed to the correct area of FM.