

BURSAR'S OFFICE



CASH



MANAGEMENT

Shirley Hatfield and Nancy Neal

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Office of Audit and Compliance

Steve Bamburg – Senior Auditor

423-425-4532

- ▶ Janna L. Hixson Audit Manager
423-425-4072
- ▶ <http://www.utc.edu/audit-compliance/>
- ▶ Location 410 Doctors Building, 744 McCallie Ave.



Central Cashier

- ▶ All UT Campuses have a central cashier
- ▶ Responsible for cash, credit card and ACH (Automatic Cash Handling) bank deposits.
- ▶ Train users to enter ZK documents.
- ▶ Contact for questions related to ZK entries.



University Cash Policy

- ▶ Money – Currency, personal checks, money orders, cashier's checks and traveler's checks.
- ▶ **All money** must be deposited or transmitted to the campus central cashier within **three business days** of receipt.
- ▶ Deposits should never be sent through campus mail.
- ▶ Currency and checks should **never** be left overnight in unsecure locations.



University Cash Policy

- ▶ Checks should be restrictively endorsed immediately upon receipt with the university's endorsement stamp.
- ▶ Departments may accept only checks in U.S. dollars drawn on U.S. banks or U.S. branches of foreign banks.
- ▶ Departments should develop procedures for collecting and depositing money.



Deposit Slip



DEPOSIT RECORD COPY 87-4-640

THE UNIVERSITY OF TENNESSEE



SUNTRUST

ACH RT 081000104

DATE 4.23.13

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

CURRENCY	DOLLARS	CENTS
	1915	00
COIN		
CHECKS LIST SEPARATELY	4936	80
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		

BANNER SESSION# 172
PARKING BATCH# 11658

TOTAL FROM OTHER SIDE OR ATTACHED LIST

6851 80

PLEASE SIGN TOTAL HERE

Checks and other items are received for deposit subject to the provisions of the Uniform Commercial Code or any applicable collection agreement.

Doc# 130000000
A25710276

\$ 6851 80

⑆ 5 1 9 6 ⑆ ⑆ 0 6 4 0 0 0 0 4 6 ⑆ 0 0 0 0 0 1 5 9 4 ⑆ ⑆

JA

Brink Bank Bag Deposit list

UTC Brinks Deposit list

Dept _____ Date: _____

Deposit Amounts in bag# _____

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Total Number of Deposits _____



Disposable Bank Bag



WARNING
ANY ATTEMPT TO REOPEN THIS BAG WILL RESULT IN EVIDENCE OF TAMPERING.
IF CLOSURE AND/OR BAG IS DISTORTED, TORN OR DISRUPTED -
DO NOT OPEN - NOTIFY SENDER IMMEDIATELY.

BAG #:
A 25710276

INSTRUCTIONS FOR USE:

- 1) Using a BALL POINT PEN, enter ALL pertinent information in the area below.
- 2) LOAD deposit contents into bag.
- 3) Lift tape and fold it AWAY from bag. Remove paper liner from adhesive area. If required, enter receipt information on this liner and retain with your records.
- 4) Press tape down against the bag and smooth closed. BAG IS NOW SEALED.
- 5) There may be a clear pocket on the back of this bag. If applicable, place DEPOSIT DOCUMENTS here. To seal, remove the paper liner and press the plastic down against the exposed adhesive.

RECEIVER INSTRUCTIONS:

- 1) Verify conditions of bag and tape closure before opening bag.
- 2) Open bag as indicated and complete detailed verification of contents immediately.
- 3) Report any discrepancies immediately.

TO: BRINKS

FROM: UTC
Bursars office

PREPARED BY: Stinky Hatfield

DATE: 4/15/13

ACCOUNT #: _____

DECLARED AMOUNT: \$ 31,967.53

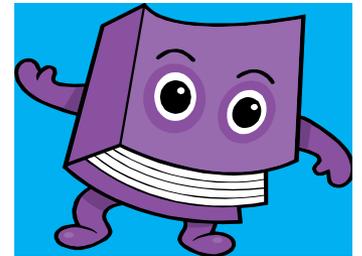
SPECIAL INSTRUCTIONS: 7 deposits

(A)

NOT CUT HERE TO OPEN - FRAUDSTOPPER™ - DO NOT CUT HERE TO OPEN

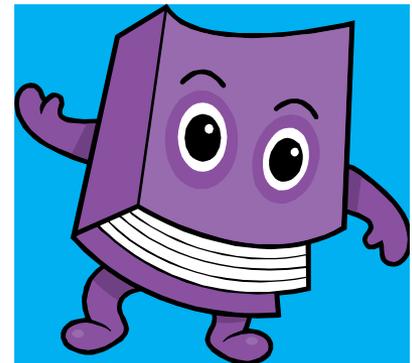
University Receipt Books

- ▶ University Receipt books are referred to as Bluebooks.
- ▶ The Bursar's Office signs out receipt books to UTC employees.
- ▶ Departments that receive money must record each transaction in an official University Receipt Book (Form T-43).



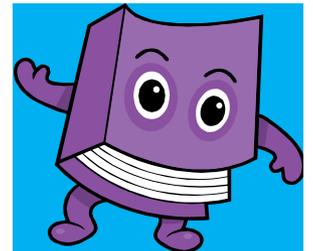
University Receipt Books

- ▶ All departments making deposits with the Bursar's Office must have Cost Centers (account numbers) and the proper GL listed for all deposits.
- ▶ Important: **Do not** mail cash/checks through the mail to make deposits.
This is an audit violation.

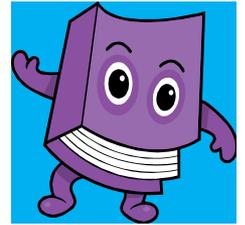


Preparing University Blue Book Receipts

- ▶ **Date:** enter current date on the receipt.
- ▶ **Received of:** The Student's name and ID or Name of person bringing deposit and the Department Name
- ▶ **Body of Receipt:** enter an explanation for the deposit and the proper amount if more than one item is listed on the receipt.
- ▶ **Total:** Add up all the amounts listed on your receipt and enter in the TOTAL.



Preparing University Blue Book Receipts



FORM T-40 REC-1-88 REV 01/88 12088

THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA
Chattanooga, Tennessee

722102
9/30 10/12

RECEIVED OF John Doe C.C. 123
Twenty Four Dollars & 00/100
mixed Tutoring CK # 304

	24	DOLLARS
		TOTAL 24

CREDIT TO: E048561 446500 THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA
CHECK CASH _____ BY: JH
FORM T-40 REC-1-88 REV 01/88 12088

THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA
Chattanooga, Tennessee

722103
9/30 10/12

RECEIVED OF Jane Doe AAA 456
One Hundred Dollars & 00/100
Hold for music dept. CK # 222

	100	DOLLARS
		TOTAL 100

CREDIT TO: E041055 439100 THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA
CHECK CASH _____ BY: JH
FORM T-40 REC-1-88 REV 01/88 12088

THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA
Chattanooga, Tennessee

722104
9/30 10/12

RECEIVED OF Lisa King EFG 999
Two Hundred Thirty Dollars & 00/100
Rt CK Fee on CK # 987 A040500006 105000
Srvs. Chrg on Rt CK # 987 I04100017 800017

	200	DOLLARS
	30	DOLLARS
9/30/13 Total Deposit \$554.00 JH		TOTAL 230

CREDIT TO: See Above THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA
CHECK _____ CASH BY: JH
FORM T-40 REC-1-88 REV 01/88 12088

722101 200.00 +

722102 24.00 +

722103 100.00 +

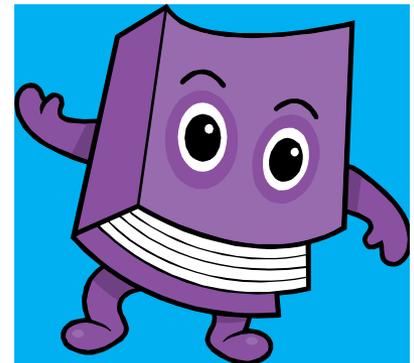
722104 230.00 +

554.00 G +

0.00 G +

University Retention Policy

- ▶ University Retention Policy –System web site. <http://www.utk.edu/>
- ▶ Deposit Slips with ZK documents and (Form T33)
- ▶ Receipt Books (Bluebooks)



Bank Downloads

- ▶ Brinks
- ▶ SunTrust
- ▶ Notification of Deposits



IRIS ZK Documents



Document overview Edit Goto Settings System Help

SAP

Document Overview

Reset Taxes Complete Choose Save

Doc. Type : ZK (Depart Cash Deposits) Parked document

Doc. Number 1300009244 Company Code UT Fiscal Year 2014
 Doc. Date 10/01/2013 Posting Date 10/01/2013 Period 04
 Calculate Tax
 Doc. Currency USD
 Doc. Hdr Text 4

Item	PK	Account	Acct short text	Amount	Cost Ctr	WBS elem.	Fund	Order	Text	Assign.	BusA	CoCd	Earmd Fnd
1	40	102471	SUNTRUST CK-CASH	554.00					BURSAR'S JH 1111	123456	1104	UT	
2	50	800001	RENT	200.00-	I041000016		I041000016		BBK 722101		1104	UT	
3	50	446500	SPECIAL COMMERC	24.00-	E048561		E048561		BBK 722102		1104	UT	
4	50	439100	OPERATING SUPPL	100.00-	E041055		E041055		BBK 722103		1104	UT	
5	50	105000	ACCOUNTS RECEIVA...	200.00-			A040500006		BBK 722104		1104	UT	
6	50	800017	RESERVED STD USE...	30.00-	I041000017		I041000017		BBK 722104		1104	UT	

Important Links

- ▶ Go to http://policy.tennessee.edu/fiscal_policy/ click Fiscal Policies on the left side of the menu now click on Policy F10310 **Receiving and depositing money.**
- ▶ Records Management is also located under Fiscal Policies, select Policy# F10120.
- ▶ <https://uscurrency.gov/> is the location to learn how to authenticate your money.

Central Cashier's web page

- ▶ Provides Deposit Instructions
- ▶ UTC Cash Management Information
- ▶ Frequently Asked Questions
- ▶ Forms
- ▶ Departmental International Money

Link to Central Cashier web page

- ▶ <http://www.utc.edu/central-cashier/>

QUESTIONS AND ANSWERS

