TO: Cash Handling Departments
FROM: Rebecca Torres, Comptroller
SUBJECT: Custody of Cash & Cash Handling Procedures
DATE: January 21, 2009

A&M System regulations require that A&M campuses and its departments have their custody of cash & cash handling procedures in place and documented. These procedures must include details outlining the custody of cash, receipts, and transmittal of collections to the fiscal department. Your department is subject to surprise cash audits by the fiscal department.

In order to comply with system policies, a copy of these procedures must be documented and filed in the Fiscal Affairs department. Attached is a form to fill out outlining the details of your departments’ procedures. Complete the attached form and return to the Comptroller’s Office, USC 228, by January 28, 2009.

Below are some points to include in your custody of cash handling procedures.

Custody of Cash-
- Departments shall provide adequate and proper facilities (vault, locked cash drawer, etc.) for securing funds.
- Cash funds should have a designated custodian for cash funds for which he/she is responsible for at all times; secondary responsibility shall be assigned to another designated individual in the unit when the regular custodian is absent.
- Lock combinations and custody of keys shall be maintained by one person
- When custody of cash funds is transferred from one individual to another, an official receipt or document acknowledging the transfer shall be executed.

Receipts-
- An official receipt shall be written or entry made in the cash register for each remittance received by a department.
- Receipt forms shall be pre-numbered and include at least 3 copies: (1) copy to the payer, (2) copy to accompany funds remitted to Fiscal department, and (3) copy to be filed in numerical sequence by the issuing department.
- Departments using cash registers shall prepare daily reports which compare collections with register readings, identify overages and shortages, and document remittance of funds.
- Admission tickets must be prenumbered and shall be accounted for by a report to the Fiscal department accompanying the remittance of collections.
- Any other type of receipting or documenting of funds received needs to be approved by the Asst VP & Comptroller.

Transmittal of Collections to Fiscal Department-
- All fees and other charges collected, proceeds of cash sales, and proceeds from all other sources must be deposited daily to the Business Office.
- Asst VP & Comptroller may authorize other exceptions to the daily deposit requirement.
- Immediately upon receipt, checks shall be endorsed “For Deposit”.
- A department cannot use the fees or other charges collected for any purpose whatsoever other than for deposit in the Business Office. i.e. Working funds cannot be used as a petty cash drawer. Contact the business office for petty cash issuance.

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