**Department Cash Handling Procedures Template**

This template is meant to assist departments in creating internal cash handling procedures specific to the department. Departments may edit to meet their needs. It is recommended that new employees handling cash be given a copy of the procedure and sign that they have received the procedure. Please contact Jean Wolfgang at 1442, wolganj@uwosh.edu for assistance if needed.

Date Updated:

**Cash Collection**

Position(s) collecting cash: suggest using titles and not names

System or method to generate receipts (or check log): describe how you will receipt cash and checks, describe any cashiering system used

Overview of process for in-person payments:

Overview of process for payments by mail:

Describe how cash will be stored/secured during hours of operation:

Describe how cash will be stored/secured during non-business hours:

Describe how cash counts will be documented or attach form to be used:

Detail the permanent change orders (cash advances, till amounts):

**Deposits**

Position(s) processing deposits:

Describe frequency of deposits:

List funding strings to be used to deposit revenue and a description of the types of revenue for each:

Position(s) that will transport deposits to cashier’s office:

**Reconciliation**

Position(s) responsible for reconciliation:

Monthly timing of reconciliation:

List systems/reports that will be reconciled to WISDM:

Process for handling discrepancies and adjustments:

Detail which positions will prepare and sign-off reconciliation summaries and confirm separation of duties:

**Record Retention**

Describe how transaction detail, deposit receipts, reports, and reconciliation records will be stored (digital or paper) for 7 years and purged after the retention period.