

COLORADO STATE UNIVERSITY
Financial Procedure Instructions FPI
6-1

1. **Procedure Title:** Receipt and Deposit of Cash and Checks
2. **Procedure Purpose and Effect:** To outline procedures for proper safeguarding and depositing of cash and checks received by University departments for the sales of goods and/or services.
3. **Application of Procedure:** University employees involved in any step of the process to receive, record, safeguard, or deposit incoming cash or checks intended for the University must follow these procedures.
4. **Definitions:**
 - A. **Banner:** The University's Accounts Receivable sub-ledger system
 - B. **Cash Sales:** Sales of goods or services provided by the University and paid for by the customer at the time of sale. Cash sales include cash, checks, debit cards, and credit cards.
 - C. **Credit Sales:** Sales of goods or services provided by the University where payment is not received from the customer at the time of sale. Please refer to FPI 2-17: Accounts Receivable for more information about credit sales.
 - D. **Department:** Any division of a larger organization, such as a unit, area of responsibility, or any individual component that makes up the larger university structure.
 - E. **Direct Deposit:** Deposits made directly to the University's bank without the funds routing through the Cashier's Office.
 - F. **Courier Service:** The CSU contracted courier service provider. The courier transports deposits between established CSU departments and the bank, or other specified locations.
 - G. **Mobile Deposits:** Checks deposited directly to the bank by a mobile device application. Remote departments are eligible for mobile deposits. Department app users are granted access by Banking Services.
 - H. **Receipts:** Cash, checks, debit card, or credit card transactions received in payment for sales.
 - I. **Returns:** Checks or electronic payments that are returned to the University by the financial institutions for various reasons. Returned payments are considered receivables to collect on.
5. **Procedure Statement:**
 - A. **GENERAL**
 1. All receipts intended for the University must be properly accounted for, carefully safeguarded, and promptly delivered to the University Cashier's Office or directly deposited into a University bank account. The Cashier of the Office of Financial Management (OFM) is responsible for depositing University money into approved University bank accounts.

Retaining money intended for the University or depositing University money in a bank account that is not approved by the Board of Governors of the Colorado State University system can be considered embezzlement of public property.

- a) For specific information on deposits for contract and grant revenues for 1SPONP activity, please refer to FPI 2-8: Contract and Grant Revenues.
- b) Donations and gifts for deposit need to be payable to Colorado State University Pueblo Foundation (CSUP) and sent directly to them as a separate entity.

2. Cashier hours of operation

- a) Office hours: 8:00 a.m. to 5:00 p.m. M-F
- b) Window hours: 8:30 a.m. to 4:30 p.m. M-F

3. Departments have the following options for having their deposits processed:

- a) The deposit(s) may be dropped off at the Cashier's Office, and a Cashier will process the deposit as time permits. The department will know their deposit has been processed because the Kuali Financial System (KFS) Cash Receipt (CR) document will be approved by a Cashier.
- b) Cash deposit(s) can be brought into the Cashier's Office and a Cashier will process the payment while the department staff waits. This option is recommended when student workers transport the deposit. The approved CR document in KFS is confirmation that the deposit has been processed.
- c) Departmental Deposit Process
 - All cash counting should take place.
 - Deposit slips/forms will be filled out with correct amounts.
 - All forms, cash, and checks will be placed in the locking bag.
 - Once the bag is locked, leave the key in a locked, secure location (**do not carry it with you**).
 - Once at the Cashiers office, hand the locked bag to the cashier (they will have a key to unlock the bag).
 - The cashier will verify the amounts while you are present.
 - Once confirmed, the deposit form is signed by both parties. One copy is for the depositor and the other stays with the cashier.
 - You will take your signed deposit copy and bag with you when you leave.

4. Faculty and staff members are not authorized to collect payments from students in connection with their enrollment in classes. Customers making payments on student or commercial accounts need to be directed to the Cashier's Office. If a department inadvertently receives payment for a student or commercial account, promptly deliver the payment to the Cashier's Office, separate from any departmental deposit.

5. Cash receipts are not to be used to cash personal checks, to cover shortages, as petty cash/change funds, or to purchase materials and services.

6. Departments wanting to accept credit card payments at point-of-sale, by phone, or by ecommerce must first contact the Office of Financial Management. Please refer to FPI 6-3: Credit Card Merchant Accounts.

7. The University also accepts payment in the form of wire, ACH, and electronic funds transfer. If your department is expecting a payment in any of these forms, please refer to FPI 6-4: Incoming Electronic Payments, Including ACH Enrollment, for information on how to ensure these deposits are properly identified and accounted for.
8. If currency or checks are found on campus, they are to be brought to the Cashier's Office for research and safeguarding until the owner can be located.
9. If a department accepts customer payments at an in-person customer service desk, they are required to also accept cash transactions. Per House Bill 21-1048, if credit cards and / or check payments are collected cash must also be accepted. Requiring exact change is permitted, but the cash must be accepted. An available payment kiosk that accepts cash is adequate if it can accommodate all customers without restrictions.

B. PROCEDURES FOR ACCEPTING PAYMENT FOR CASH SALES

1. Record cash sales with a cash register or alternative procedure approved by CSU-Pueblo OFM.
2. The following steps minimize the risk of a check being returned by the bank:
 - a) Ensure checks are properly completed. Review checks for the following: payee is Colorado State University or CSU, date is current (not in the future or more than six months in the past), numeric amount and the written amount are the same (if different, words prevail over numbers), amount of check does not exceed the amount of the sale (no cash-back transactions), check is drawn on a U.S. financial institution, and the check is signed.
 - b) Ask individuals who present personal checks to provide proof of identification. A CSU I.D. card, a driver's license, or other identification with a picture is generally acceptable. Write NetID on check in the memo location.
 - c) Endorse all checks immediately as follows:

For Deposit Only at
CSU-Pueblo

3. The department is responsible for safeguarding cash and checks until they are deposited at the Cashier's Office. Place all cash and checks in a locked box and further locked in a secure desk, file cabinet, or safe. For information on storage of credit card information, please refer to FPI 6-6: PCI Compliance Program and FPI 10-1 Record Retention.
4. Departments are responsible for ensuring proper segregation of duties for cash receipts. Two different employees handling money does not necessarily create a segregation of duties. The segregation occurs when one person handles the money, and a second person records the transaction. In smaller offices when one employee is responsible for numerous tasks, duties are often combined. The person receiving the cash or check may also be the person recording the transaction in KFS, as well as reconciling the monthly receipts to KFS. When one individual is responsible for the entire cash receipt process, verification and review by a supervisor, manager, separate accounting person, or department head reduces the risk of theft or misappropriation. Ensure that the individual doing the reconciliation verifies that all the pre-numbered receipts are accounted for.

5. Record the reason for any adjustment or void on the departmental copy of the receipt document generated by the original transaction. Submit adjustments and voids to the departmental person who reconciles KFS. If the same person is doing the deposits and reconciling, obtain the approval of a supervisor for adjustments or voids. When a person has responsibility for depositing cash and for adjusting, voiding, or refunding a transaction, an added risk exists. Verification and review by a supervisor, manager, separate accounting person, or department head reduces the risk of theft or misappropriation.
6. Report any suspected theft or counterfeit bills to the CSU Police Department and to the CSU Banking Services Manager. The Kuali Shop Catalogs offer counterfeit detector pens for testing currency for the correct chemical makeup.
7. For cash payments over \$10,000, IRS Form 8300 will need to be completed at the time the cash is given to the department. Parts I, II and III are to be completed by the customer/department. If there are any questions filling out the form, please contact the Cashier's Office. The form is to be submitted to the Cashier's Office within 5 business days of receipt of cash. This form needs to also be used for any suspicious cash transaction, regardless of the amount of funds. <https://www.irs.gov/pub/irs-pdf/f8300.pdf>
8. The Cashier's Office is available to provide change to departments transacting with cash tender. Bring the larger bill(s) along with a breakdown of the requested denominations to the Cashier's Office. Advanced notice is always preferable and may be required if large amounts of bills or coins are requested.
9. If a department receives mutilated coin, this is a loss and should be recorded in KFS as such. The bank will not accept it. Mutilated bills will be accepted by the bank. Please contact the Cashier's Office with any questions.

C. PROCEDURES FOR DEPOSIT OF CASH SALES

1. Once a department has received receipts totaling \$500, a deposit must be made by the next business day, at the Cashier's Office or the bank, and in KFS. Deposit receipts totaling less than \$500 must be made at least twice per month. The sooner checks are deposited; the better chance funds will be available in the customer's account for clearing. Also, the quicker deposits are made, the less time the departments will have to safeguard these funds. Interest revenue is lost in delaying deposits.
2. KFS records all cash receipts and income of the University. In KFS, a CR document serves as a record of the money delivered to the Cashier's Office and provides the information necessary to record receipts in the University's accounting system. Please submit the CR document close to the same time that the money will be delivered to the Cashier's Office. See attachment #1 for a sample of a CR document. Additional information and training on creating KFS documents may be acquired by contacting the Office of Financial Management.
3. If the proper KFS account is not immediately known, contact the Office of Financial Management for a temporary account number or use a departmental clearing account. Do not delay depositing receipts while researching account numbers.

4. Acceptance of the deposit occurs when the deposit and the CR cover sheet or CR document number are brought to the Cashier's Office. See attachment #2 for a sample of a CR cover sheet. The Cashier's Office does require the cover sheet as well as copy of document. If the deposit includes multiple checks they need to be listed separately on the deposit. The cashiering staff will validate the deposit amount and approve the CR document. It is possible that one deposit will need to be split between the departmental deposit recorded on the CR document and a commercial account recorded in Banner. If this occurs, list the commercial account number and amount to be applied to Banner on a separate note and submit the CR together with the note. The Cashier will then be able to apply the accurate amount to the commercial account.
5. Safeguarding customer banking information is crucial, therefore no full image of checks. Whether scanned, copied, or photographed should be stored. Images of checks that are emailed, attached to KFS for support, or stored in a department (electronically or physically) must have the bank account number redacted, covered, or folded, so the numbers are not viewable. See Attachment #4. Checks should never be photographed with personal equipment such as a smart phone.
6. Foreign checks are checked in a foreign currency or drawn on an international bank. If the check is in US Dollars but drawn on an international bank, prepare a separate CR document and note on the cover sheet that the check is foreign. If the check is in foreign funds, bring the check to the Cashier's Office prior to recording the deposit in KFS. The check will be sent to the bank to confirm the US Dollar conversion, and the Cashier's Office will report the US Dollar amount back to the department. At that time, the department will create the CR document to be approved by the Cashier's Office.
7. Be cognizant of the amount of cash transported to the Cashier's Office or to the bank for the security of both University employees and deposits. Banking Services recommends scheduling a one-time courier pickup for cash deposits of \$5,000 or greater.
8. If a department check is returned by the bank, OFM will reverse the entry in KFS to the account used in the original CR deposit. The preparer of the original CR document for the returned item will be Ad Hoc routed for FYI. This FYI will be notification to the department that they are to contact their client for collection.
9. The bank will inform OFM if a correction was made to a deposit. OFM will contact the initiator of the CR document to request corrections to the departmental account in KFS. Corrections are posted on CR or AD documents depending on the specific adjustment.

D. OPERATING A CASH REGISTER

1. At the beginning of a shift, a cashier obtains a controlled amount of cash or retrieves their own previously assigned locked change bag or drawer containing the controlled cash amount that is stored in the safe during nonbusiness hours.

2. The cashier begins the shift by verifying the control cash amount, placing the cash in an empty cash register drawer, and recording the beginning cash amount on the shift reconciliation sheet. This control amount will be the reconciled cash at the end of the shift.
3. Only one cashier at a time shall be assigned to and have access to a specific cash register. During a shift, one cashier is responsible for all transactions completed on the assigned register. These transactions are recorded electronically for an audit tape to be printed out at the end of the shift by the cashier's supervisor or shift leader/manager.
4. When a cashier completes a shift, all cash, checks and debit/credit card receipts shall be removed from the drawer, along with approved and documented voided and return receipts, and placed in a locked change bag or drawer. The cashier shall take the bag or drawer, along with a cash register printout of transaction and tender type totals to a secure area for reconciling. Per register printout, total checks need to equal checks tendered, credit cards receipts need to equal credit card payments tendered, and cash needs to equal cash tendered plus beginning cash.
5. Below is a sample of a reconciliation sheet that would be filled out by a cashier:

Beginning Cash (control amount)	\$ 200
Total Sales	1,050
Less voids	(25)
Less cash returns	(25)
Net total sales	1,000
Less total cash tendered	(400)
Less total checks tendered	(500)
Less credit cards tendered	(100)
Ending cash	\$ 200

6. After balancing the shift's receipts, the reconciliation sheet, with approved and documented void and return receipts and register totals attached, shall be turned over to the cashier supervisor or shift leader/manager along with control cash for verification. If a cashier has difficulty balancing, the cashier supervisor or shift leader/manager will print the audit tape and assist the cashier with the reconciliation.
7. Once reconciled, register totals along with cash, checks, and debit/credit card receipts equaling total net sales for the shift shall be given to and logged in by the accounting area for recount, safekeeping and deposit preparation.
8. The accounting area creates a deposit in Banner. The department is responsible for safeguarding the funds until they are delivered to the Cashier's Office or the bank. The staff in the Cashier's Office validate the deposit when received or when notification is received from the bank for direct deposits.
9. Deposit activity and balancing need to be reviewed on a regular basis by the department manager or department head to ensure accuracy and compliance with university procedures.

- 10.** The Cashier will determine which one of the 4 categories the check belongs to and follow the respective depositing procedure below.

Student payments

Departmental

Non-student, commercial checks

Unknown

- I. Student Payments will be processed immediately in Banner.
 - a. The check deposit will be included with the daily close-out procedure when the Cashier prepares their deposit slips.
 - b. The General Accountant will verify and count CR. They also verify that CR's are
 - c. logged in the courier service logbook and ready for pick-up.
- II. Checks belonging to the department.
 - a. For checks belonging to the department, an email notification will be sent to notify them of the check that was received.
 - b. The email notification will be sent out the day the check was received. The standard email would mention check details such as:
 - i. Payer Name
 - ii. Check Number
 - iii. Amount
 - iv. Date the check was written
 - v. Date the check was received in mail
 - vi. Date the check was logged in the OFM Check log
 - c. Upon receiving this email the departments will deposit the check into KFS no later than the next business day, (Refer to Cash Receipt Procedure). The original check will be kept in a secure cabinet in the cashier's office. No copy of the check will be sent out to the departments.
 - d. Once the department performs the deposit, they will take the KFS Cash Receipt Document print out and deposit bag to the Cashier and notify them that the check being deposited is stored in the cashier's office. The Cashier will give them the check, verify the deposit and have the department seal the bag.
 - e. Cashier will follow up with departments until KFS details are provided for the bank log.
- III. Checks that are non-student or commercial. The cashier would already know where to post these to.
 - a. They will immediately be recorded in KFS and deposited with their daily deposit.
 - b. The General Accountant would verify the deposit in KFS (refer to CMD procedure).
- IV. Unidentified Checks
 - a. If the cashier cannot determine who the check is for by the next business day, the cashier's Office will:
 - i. Record the check information on the Check Log
 - ii. Continue to research in an attempt to locate where the check should be deposited
 - iii. Send out notices to departments of all unidentified checks
 - iv. Once the check has been identified, the deposit can be made

- 11.** The General Accountant will then verify the deposit, (Refer CMD procedure), and will verify that the deposit is logged in the courier service logbook. The deposits are secured until picked up by courier service.

12. The guard signs the courier service logbook and collects the deposit bag from the Cashier. The guard then takes deposits to the bank for further processing. This step is carried out daily.

13. The check logger will log the details of the check in the OFM Check Log, (a protected excel worksheet in I:\Administration\Financial Services\Accounting Services\Cashier Documents\Check Log) and give them to the Cashiers office for further processing.

I. Student Payments will be processed immediately in Banner (refer to Cashier Procedure).

i. The check deposit will be included with the daily close-out procedure when the Cashier prepares their deposit slips.

ii. The Cashier will verify and count CR. They also verify that CRs are logged in the courier service logbook and ready for pick-up.

II. Checks belonging to the department.

14. i. For checks belonging to the department, an email notification will be sent to notify them of the check that was received. The standard email would mention check details such as: Payer Name, Check Number, Amount, and Date for the check was written. The date of the check was received by mail. Date the check was logged in the OFM Check log.

7. Reference and Cross-References:

- A. Cashier's Office website: [Student Billing Information for CSU-Pueblo | Student Billing | CSU Pueblo](#)
- B. United States Secret Service – Know your money website: https://uscurrency.gov/sites/default/files/download-materials/en/KnowYourMoney_062014.pdf
- C. FPI 2-8 Contract and Grant Revenues, FPI 2-17 Accounts Receivable, 6-3 Credit Card Merchant Accounts, 6-4 Incoming Electronic Payments Including ACH Enrollment, FPI 6-6 PCI Compliance Program, and FPI 1-15 Record Retention: [Introduction | Financial Policies & Procedures | CSU Pueblo](#)
- D. IRS Form 8300: <https://www.irs.gov/pub/irs-pdf/f8300.pdf>
- E. House Bill 21-1048: https://leg.colorado.gov/sites/default/files/2021a_1048_signed.pdf
- F. PCI Compliance: [PCI Compliance | Information Security | CSU Pueblo](#)

8. Forms and Tools: See attachments.

Attachment #1:

Cash Receipt ?

	Doc Nbr:	4473220	Status:	INITIATED
	Initiator:		Created:	08:32 AM 12/16/201

[expand all](#) [collapse all](#)

* required field

Document Overview

[hide](#)

Document Overview

* Description:		Explanation:	
Organization Document Number:			

Financial Document Detail

	Total Amount:	
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Cash Reconciliation

[hide](#)

Cash Reconciliation

Total Check Amount:	Individual Checks/Batches
Total Currency Amount:	0.00
Total Coin Amount:	0.00
Cash Reconciliation Total:	0.00 recalculate

Currency and Coin Detail

[hide](#)

Currency and Coin Detail

	Count	Amount		Count	Amount
Hundred Dollar Count:		\$0.00	Hundred Cent Count:		\$0.00
Fifty Dollar Count:		\$0.00	Fifty Cent Count:		\$0.00
Twenty Dollar Count:		\$0.00	Twenty Five Cent Count:		\$0.00
Ten Dollar Count:		\$0.00	Ten Cent Count:		\$0.00
Five Dollar Count:		\$0.00	Five Cent Count:		\$0.00
Two Dollar Count:		\$0.00	One Cent Count:		\$0.00
One Dollar Count:		\$0.00	Other Cent Amount:		\$
Other Dollar Amount:		\$			

Check Detail

[hide](#)

Check Detail

	* Check/Batch #	* Date	Description	* Amt	Action
add:				0.00	add
				Total: 0.00	

Change Request

[show](#)

Accounting Lines

[hide](#)

Accounting Lines ?

[hide detail](#)[import lines](#)

	* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
add:	CO Colorado State University							0.00	
Line Description									add

Accounting Lines for Capitalization

[show](#)

Modify Capital Assets

[show](#)

General Ledger Pending Entries

[show](#)

Notes and Attachments (0)

[show](#)

Ad Hoc Recipients

[show](#)

Route Log

[show](#)[submit](#) [save](#) [close](#) [cancel](#) [copy](#)

Attachment #2:

Cash Receipt

Cover Sheet

Document #		Org Doc #	
Initiator		Campus	
Created		Deposit date	
Amount		Explanation	
Description			

Reconciliation

Checks		Change Out	
Currency		Reviv. Fund Out	
Coin			
Crdt. Crd.			
Adv. Dep.			

Check Detail

Check Number	Date	Description	Amount
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Attachment #3:

Notate the KFS CR
document # before
sending to the bank

Name of Originating Department: _____				NAME OF INDIVIDUAL PREPARING DEPOSIT	PHONE NO.	DATE
Account Number	Object Code	AMOUNT	DESCRIPTION (or Invoice Number if a payment)	DEPOSIT		
				Checks		
				Cash \$100		
				\$50		
				\$20		
				\$10		
				\$5		
				\$2		
				\$1		
				Coin		
				\$0.50		
				\$0.25		
				\$0.10		
				\$0.05		
				\$0.01		
		\$0.00	< DO THE TWO TOTALS AGREE? >			

Delivered By: _____	Date: _____	Received By: _____	Date: _____
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Deliver To: Cashier's Office
Administration Building
Room # 204



Note: An individual in the department must count the deposit and a second individual in the department must verify the count is correct.

COUNTED BY: _____	DATE: _____
VERIFIED BY: _____	DATE: _____

Attachment #4:

Redacted -

5719

DATE _____

PAY TO THE ORDER OF: _____ \$ _____

_____ DOLLARS

MEMO: _____

Covered -

5719

DATE _____

PAY TO THE ORDER OF: _____ \$ _____

_____ DOLLARS

MEMO: _____

1: _____

Folded -

5719

DATE _____

PAY TO THE ORDER OF: _____ \$ _____

_____ DOLLARS

MEMO: _____

Attachment #5:

BRUNNEN
0892 76-0000

[illegible]

Attachment #6:

[illegible]