



Established: 8 December 2010

Updated: 27 November 2012

CASH RECEIPTS POLICIES

Purpose

To implement internal control for in-person and mail cash receipts.

Policy

In-person payments, such as cash, checks, cashier checks and traveler's checks should **NOT** be handled by any DCIE employee. Students should be directed to make these payments directly at the University of Miami Central Cashier located at the Ashe Building. Mail receipts will be directed to a DCIE Central P.O. Box, and will be handled and deposited only by the Information Desk Administrative Assistant. Credit card payments should be made directly on-line by the students (any exceptions must be approved in writing by the Dean or her designee on a case by case basis). Credit Card numbers will not be stored on any documents kept at DCIE as this in violation of Federal Guidelines.

Procedure

In-Person Payments

When a student personally comes to Allen Hall to deliver a payment between h.8.45am and h.4.30pm, Monday to Friday, the department staff should direct him/her to the University of Miami Central Cashier located at the Ashe Building, first floor. For tuition payments (AR), the student should be prepared to provide the Central Cashier with their C number and the effective date of the course for which he has registered. For non-AR payments (activity fees, etc.) a UM transmittal form must be completed to accurately record the payment.

The student should be provided with this transmittal form that the DCIE department staff should complete with the account number information and correct sub-object. If the student is paying via a check, the DCIE staff should write the Department's account number and sub-object on the back of the check. This way, if the check bounces, the Controller's Office will know to what account the return check should be charged/recorded.

In case the student visits DCIE when the UM Central Cashier is not open, s/he should be invited to submit the payment by using on-line options. If the student cannot pay for the class on-line, the DCIE Administration must be contacted for any exception and procedure. **Cash or check in-person payments should not be received at DCIE.**

Mail Receipts

All mail receipts should be directed to the central P.O. Box for DCIE. At this time the Information Desk Administrative Assistant will pick-up these mail payments from the P.O. Box and process them accordingly. Mail payments should not be directed to any other DCIE mail box. If a Department receives a mail payment directly it is the department responsibility to immediately provide the mail payment for processing to the Information Desk Administrative Assistant. In general, copy of the checks must not be made or stored by DCIE employees. As stated in the "DCIE – Personal Identification Policy", personal identifiable information, such as the routing number on a check, should be safeguarded by following the University guidelines. These instances will be monitored to ensure compliance with the use of the central P.O. Box.

It is the responsibility of each Executive Director to ensure that all students enrolled in a program course have paid and that those payments have been appropriately recorded in the respective program accounts. This reconciliation should be done at minimum on a monthly basis by reviewing the University Report 90s against the class roll.

Any exceptions to this procedure must be approved by the Dean as this is a highly sensitive matter.

References

Additional UM policies referencing deposits are listed in the Treasury Policies link.