



Last Update: 21 May 2012

Treasury Policies

E005 Endowment Funds

Policy last updated in 2011

Purpose:

The purpose of this policy is to ensure compliance with all conditions, restrictions, and designations imposed by donors and by the governing board on the use of the endowment funds and their income. The accounting structure is designed to comply with generally accepted accounting principles for colleges and universities.

[E005 Endowment Funds](#)

E010 Quasi Endowment Accounts

Policy last updated in 2010

Purpose:

To create a mechanism for saving and investing large sums of money, which are to be spent over many years to achieve long-range academic objectives.

[E010 Quasi Endowment Accounts](#)

E015 Annuity and Life Income Funds

Policy last updated in 2010

Purpose:

To describe the manner in which these accounts are managed and their transactions recorded.

[E015 Annuity and Life Income Funds](#)

Treasury

E045 Accelerated Deposits

Policy last updated in 2010

Purpose:

It is the policy of the University of Miami to get same-day credit for a deposit of any check in the amount of \$1,000,000 or more.

[**E045 Accelerated Deposits**](#)

E046 Bank Deposits- Timeliness

Policy last updated in 2010

Purpose:

To establish requirements for deposits into University bank accounts.

[**E046 Bank Deposits- Timeliness**](#)

E055 Domestic & international Bank Wire Transfer

Policy last updated in 2010

Purpose:

To establish procedures and responsibility for bank wire transfers, and provide a mechanism to record the journal entry on the books of the University.

[**E055 Domestic & international Bank Wire Transfer**](#)

E056 Incoming Electronic Fund Transfers

Policy last updated in 2010

Purpose:

To establish procedures to enable identification of incoming electronic fund transfers and expedite the related entries into the University's accounting system.

[**E056 Incoming Electronic Fund Transfers**](#)

E070 Check Distribution

Policy last updated in 2011

Purpose:

To state procedures and designate responsibility for execution of check distribution.

[**E070 Check Distribution**](#)

E071 Credit Card Processing & Security

Policy last updated in 2010

Purpose:

The purpose of this policy is to establish guidelines for processing charges/credits on Credit Cards to protect against exposure and possible theft of account and personal cardholder information that has been provided to the University of Miami; and to comply with the Payment Card Industry's Data Security Standards (PCI) requirements for transferring, handling and storage of credit card information.

[E071 Credit Card Processing & Security](#)

E090 Capital Lease Financing

Policy last updated in 2010

Purpose:

The purpose of Lease Financing is to provide for the acquisition of assets or other capital expenditures for approved and funded University needs at the best financing rate available.

[E090 Capital Lease Financing](#)

E100 Payment of Tuition Room, Board & Fees

Policy last updated in 2010

Purpose:

To establish University requirements for students to pay or make arrangements to pay for charges in order to complete registration.

[E100 Payment of Tuition Room, Board & Fees](#)

E104 Customer Accounts & Credit Authorization

Policy last updated in 2010

Purpose:

To establish responsibility for opening new accounts receivables and authorizing credit for students, third party sponsors and customers.

[E104 Customer Accounts & Credit Authorization](#)

Treasury

E105 Refund Policy

Policy last updated in 2010

Purpose:

To establish the understanding of all refundable opportunities.

[E105 Refund Policy](#)

E106 Student Accounts Receivable of Financial Aid

Policy last updated in 2010

Purpose:

To provide a mechanism for the disposition of unclaimed refund checks from student accounts receivable.

[E106 Student Accounts Receivable of Financial Aid](#)

E107 Student A/R Allowance – Doubtful Accounts

Policy last updated in 2010

Purpose:

To establish a methodology for computing an adequate allowance for doubtful student accounts receivable.

[E107 Student A/R Allowance – Doubtful Accounts](#)

E108 Student A/R Writeoffs

Policy last updated in 2010

Purpose:

To define circumstances when student accounts receivable will be written off as uncollectible.

[E108 Student A/R Writeoffs](#)

E110 Finance Charge on A/R

Policy last updated in 2010

Purpose:

The purpose of this policy is to identify when and how finance charges will be applied to Accounts Receivable.

[E110 Finance Charge on A/R](#)

E115 Cancellations / Reductions of Financial Aid

Policy last updated in 2010

Purpose:

To identify action to be taken by the Office of Student Account Services when they are notified of the cancellation or reduction of a financial aid award which has already been posted to a student's account.

[**E115 Cancellations / Reductions of Financial Aid**](#)

E120 Disbursement of Financial Aid

Policy last updated in 2010

Purpose:

To identify the manner in which various financial aid awards are disbursed by the Office of Student Account Services.

[**E120 Disbursement of Financial Aid**](#)

E125 Transcript Release

Policy last updated in 2010

Purpose:

To identify circumstances that would result in the holding or release of a student's (or former student's) transcript by the Office of Student Account Services.

[**E125 Transcript Release**](#)

E130 Readmission Release

Policy last updated in 2010

Purpose:

To identify circumstances that would result in both stops and releases of a former student readmission by the Office of Student Account Services.\

[**E130 Readmission Release**](#)

E135 Diploma Release

Policy last updated in 2010

Purpose:

To identify circumstances that would result in both holding and releasing a graduates diploma by the Office of Student Account Services.

[**E135 Diploma Release**](#)

E145 Check Cashing

Policy last updated in 2010

Purpose:

To identify checks that will be cashed, corresponding fees charged for check cashing, and limits placed on cashing checks.

[E145 Check Cashing](#)

E150 Cash Payments \$10,000 or More

Policy last updated in 2010

Purpose:

To establish a procedure for proper identification, documentation and reporting to the IRS of cash payments totaling over \$10,000 in any given transaction or related transactions.

[E150 Cash Payments \\$10,000 or More](#)

E155 Red Flag Policy

Policy last updated in 2010

Purpose:

The University adopts this Identity Theft Policy in an effort to detect, prevent, and mitigate identify theft in connection with the opening of a 'covered account' or any existing 'covered account'. The Policy is further intended to help protect students, faculty, staff, patients, and other constituents and the University from damages related to the fraudulent activity of identity theft.

[E155 Red Flag Policy](#)