



Cashiering

Cash Receipts – Policies and Procedures

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Daily Deposit of Cash Receipts

Cash, checks, and bankcard charges received by any department at the University must be deposited intact **DAILY** in the drop box located outside of the **Cashiering Office**.

Deposits must be hand-delivered; no cash, checks, or bankcard charges are to be routed through inter-departmental mail. No receipts will be given. Deposits can be viewed on GLOW in 3 to 4 days. If the total amount of the deposit exceeds \$500 in cash, a Public Safety Officer must deliver it. Departments that are not locally operated must request deposit instructions from 387-2952 or 387-2973. Cash received by departments is not to be used for petty cash expenditures or to cash personal checks. Each receiving unit for all cash sales must give cash receipts, with appropriate WMU and department identification. All departments must ensure that adequate controls are in place for receipting and recording deposits and revenue.

Checks (including traveler's checks and money orders) should be made payable to Western Michigan University, and should be endorsed immediately upon receipt with an endorsement stamp available from the Cashiering Office. Checks payable to an individual or an organization other than WMU should be endorsed by the payee "Pay to the order of Western Michigan University". If an endorsement stamp is not available, the endorsement should read "For deposit to the account of Western Michigan University 154-01000-9 _____ department". All checks deposited into a department should have the department account written on the front of the check. Checks to student accounts should have the Western Michigan University Identification Number (W.I.N.) written on the **front of the check**.

Payments received for Student or Business Banner accounts should be dropped into the Cashiering dropbox. These would be for any charges billed on an invoice by your department. **Do not** include these payments in your departmental deposit bags. The student or business W.I.N. number must be written on the **front** of the check. A cashier will apply payments for Banner accounts to the individual account. Enter these on the bottom portion of the Departmental Deposit Form.

Only reimbursements should be deposited into the appropriate 4XXX account and "reimbursement" should be noted on the deposit form. Revenues should be deposited into the appropriate 8XXX account. Deposits (including any sales tax collected) reflecting the sale of tangible personal property (i.e., course packs, books, T-shirts, and other miscellaneous items) should be deposited into account 8951. A six percent sales tax will be remitted to the State of Michigan, and a corresponding six percent charge will be assessed against the department account 4620. Reimbursements for the personal use of telephones and fax machines should be deposited into account 8953. An additional six percent sales tax must be deposited into the same account (8953). The six percent use tax will be remitted to the State of Michigan, and a corresponding six percent charge will be assessed against the department in account 4621. Any gifts received should be forwarded to the WMU Foundation for processing.

If you have any questions regarding cash receipts policies and procedures, please call 387-2973.

Records of Deposits

The depositing department should keep one deposit slip, place the original in the small pocket of the deposit bag and attach one to the departmental deposit forms for Cashiering. Deposits are shown in daily group totals identified by date of deposit in the **GLOW** system approximately three days after being receipted in Cashiering. All deposits should be recorded in the month the cash is received. Special attention must be made to record deposits during the same fiscal year they are received.

Separate Bank Accounts Prohibited

All university monies should be deposited through the Cashiering Office. No official or semi-official department or activity is permitted to maintain separate departmental bank accounts except for certain agency fund accounts. Depositing through the Cashiering Office is necessary to provide adequate cash handling controls and to permit the University maximum flexibility in matching its cash expense and income.

Acceptance of Credit Cards

Departments that request a merchant id number to process credit cards may obtain an application at:

http://www.obf.wmich.edu/accounting-services/docs/Merchant_ID_Form.pdf. The form must be approved by the Cashiering Office. Departments that accept credit card payments must comply with Payment Card Industry (PCI) Data Security Standards, where applicable. Those standards may be obtained at

https://www.pcisecuritystandards.org/security_standards/pci_dss.shtml. See also e-commerce activities for those departments that accept payments on-line. **At no time should you share your merchant id and/or your web system to accept credit cards with other department unless it has been approved by Cashiering.**

Credit card transactions must include the following: cardholder name, card number and expiration date, description of merchandise or services provided, transaction date, and authorized signature. Suggested forms for credit cards accepted via mail and phone may be obtained at: http://www.obf.wmich.edu/accounting-services/docs/Credit_Card_Form.pdf.

The department assumes all risks associated with accepting mail order, telephone order, and delayed delivery including, but not limited to, fraudulent sales transactions. As stated in the PCI standards noted above, credit card numbers, expiration dates and any other card holder information must be housed in a secure and limited access environment. Do not store credit card information in your e-mail or on your department's shared network drives. Credit card numbers should be destroyed after the completion of the service provided. Any charge-backs and or cardholder disputes are charged back to the department.

E-Commerce Activities

Departments that intend to process business transactions over the Web, including accepting credit card payments, must follow the policies of the University's e-commerce committee. (See <http://www.wmich.edu/ecc/>). Departments must also comply with Payment Card Industry (PCI) Data Security Standards at: https://www.pcisecuritystandards.org/security_standards/pci_dss.shtml

The department assumes all risks associated with accepting mail order, telephone order, and delayed delivery including, but not limited to, fraudulent sales transactions. As stated in the PCI standards noted above, credit card numbers, expiration dates and any other card holder information must be housed in a secure and limited access environment. Do not store credit card information in your e-mail or on your departments shared network drives. Credit card numbers written on paper should be destroyed after the completion of the service provided. Any charge-backs and or cardholder disputes are charged back to the department.

Departmental Procedures

Departments who regularly receive and deposit cash should have written procedures in place. They should also retain actual documents and records of transactions, including copies of deposit slips and backup information to support the transactions.

Departments should use the uniform Departmental Deposit Form at: http://www.obf.wmich.edu/accounting-services/docs/Cash_receipts_form.pdf and should fill out all pertinent information. Always complete the contact person and telephone number sections. This section is important to ensure prompt processing of the deposit. Errors may result when the cashier is unable to read the information provided. Be sure that all information is written **clearly**.

Deposit slips and endorsement stamps used for bag deposits must have the department name and assigned number on them. Please contact cashiering if you do not have these.

Each department orders deposit slips as needed. Send your department's order form, which is included in each order received, to:

**National City Bank
1 NCC Parkway
Attention: Treasury Management
Kalamazoo, MI 49009**

You may order by telephone by calling 1-800-669-1518. When ordering by telephone, be sure the **department number and name** are included on the new deposit slips.

Note: Be sure deposit slips are ordered in advance, as you cannot use deposit slips with a different department name and number.

Preparation of Deposit - Departmental Cashiering Deposit Instructions Deposits in General

*All large cash amounts should be delivered to Cashiering in a bank bag.
http://www.obf.wmich.edu/accounting-services/docs/Cash_receipts_form.pdf

1. Deposits consisting of cash, checks and charge cards, or a combination of these, can be entered on the same departmental deposit form. Be sure the checks and cash are separated for deposit and the charge card slips are with the departmental deposit form along with the cashiering copy of the check tape.
2. National City Bank will not accept rolled coin. Coin should be deposited with currency. If you have a substantial amount of coin, you may need to make more than one coin deposit for that day.
3. Deposits should be checked as soon as they appear on GLOW and any errors brought to the attention of Cashiering for correction immediately.
4. Be sure that the department name is on the departmental deposit form. Also, include the name of the person preparing the deposit and a telephone number. This is necessary in the event, there is a problem with a deposit and Cashiering needs to contact the department for verification.
5. Deposits should be dropped in the drop box outside of Cashiering or sent via Public Safety.
6. Questions regarding deposits should be directed to Cashiering at 7-2952 or 7-4105.

Bag Deposits

National City Bank requires that check and cash deposits be sent in separate bags. If Cashiering receives a deposit with checks and cash in the same bag, the department will be asked to pick the bag up and resubmit in two separate bags.

Check Deposits

When making a deposit of checks:

ALWAYS ADD DEPOSITS AT LEAST TWICE TO ASSURE ACCURACY OF TOTALS.

1. Insert a calculator tape, which is a list and total of all checks, in the small pocket of the plastic deposit bag. All checks should be endorsed with your departmental endorsement stamp. Additional stamps may be ordered through Cashiering.
2. Complete deposit slip. (Figure 1) The original copy (white) is put in the small pocket of the deposit bag, with the calculator tape, facing out so that the amount of the deposit is visible. Retain the pink copy for your records and send the yellow, with a calculator tape of the checks, to Cashiering with the departmental deposit form. Remove the white protective strip and seal.
3. Insert checks into the large pocket of the plastic deposit bag. DO NOT rubber band, paper clip or paper band the checks. Tear off the top strip, fill out and retain for your records. Remove the protective strip from the blue glue area and seal bag insuring the blue glue area is directly over the "bull's eyes".
4. Fill out necessary information on the deposit bag, such as department name, date, amounts, and name of person preparing the deposit.
5. Complete a departmental deposit form at:
http://www.obf.wmich.edu/accounting-services/docs/Cash_receipts_form.pdf
to submit to Cashiering with your deposit. All information on the form should be completed and the total deposit per cash, checks, and credit cards must equal the total deposit per fund, cost center, and object code. Each fund, department, and account must combined and be listed with the amount to be credited. Also, send a check tape attached to the departmental slip. (See *Deposits in General*, #1 for departments that deposit cash and checks and credit cards.)
6. Deposits will be processed as soon as possible and will be available on GLOW in approximately 3 to 4 days after processing. Receipts are not mailed to departments.

Cash Deposits

When making a cash deposit:

ALWAYS ADD DEPOSITS AT LEAST TWICE TO ASSURE ACCURACY OF TOTALS.

1. Complete a deposit slip. The original copy (white) is put in the small pocket of the deposit bag facing out so that the amount of the deposit is visible. Retain the pink copy for your records and send the yellow to Cashiering with the departmental deposit form. Remove the white protective strip and seal.
2. Insert cash into the large pocket of the plastic deposit bag. DO NOT rubber band, paper clip or paper band the bills. Tear off the top strip, fill out and retain for your records. Remove the protective strip from the adhesive area and seal bag, ensuring that the bag is secure, no gaps allowing access to the enclosed cash.
3. Fill out necessary information on the deposit bag, such as department name, date, amounts, and name of person preparing the deposit.
4. Complete a departmental deposit form to submit to Cashiering with your deposit. All information on the form should be completed and the total deposit per cash, checks, and credit cards must equal the total deposit per fund, cost center, and object code. Each fund, department, and account combined and must be listed with the amount to be credited. Also, send a check tape attached to the departmental slip. (See *Deposits in General*, #1 for departments that deposit cash and checks and credit cards.)
5. Deposits will be processed as soon as possible and will be available on GLOW in approximately 3 to 4 days after processing. Receipts are not mailed to departments.

Charge Card Deposits

When making a deposit of charge card payments received:

ALWAYS ADD DEPOSITS AT LEAST TWICE TO ASSURE ACCURACY OF TOTALS.

1. Send Cashiering the yellow copies of the batch close out and batch totals from the charge card reader. Charge Card payments received via your website should be handled the same way with printouts showing charge card totals with departmental deposits.
2. Complete a departmental deposit form to submit to Cashiering with your deposit. All information on the form should be completed and the total deposit per cash, checks, and credit cards must equal the total deposit per fund, department, and account. Each fund, department, and account must be combined and listed with the amount to be credited. Also, send a check tape attached to the departmental slip. (See *Deposits in General*, #1 for departments that deposit cash and checks and credit cards.)
3. Deposits will be processed as soon as possible and will be available on GLOW in approximately 3 to 4 days after processing. Receipts are not mailed to departments.

Figure 1 - Deposit Ticket

DEPOSIT TICKET
FOR CLEAR COPY, PRESS FIRMLY WITH BALL POINT PEN.

National City.

National City Bank of Michigan/Illinois
Detroit, Michigan

DATE _____

	DOLLARS	CENTS
CURRENCY		
COIN		
LIST EACH CHECK		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		

WESTERN MICHIGAN UNIVERSITY
CAS - CASHIERING
LOC. # 641110

⑆541110⑆ ⑆072000915⑆ 0154010009⑆ 001

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT.

DEPARTMENT NAME _____

DEPARTMENT NUMBER _____



PLEASE BE SURE ALL ITEMS
ARE PROPERLY ENDORSED.
REVIEWS MAY NOT BE AVAILABLE
FOR IMMEDIATE WITHDRAWAL.

TOTAL ITEMS

9-91 303
720

Generic Department Cash Receipt

Step I

When receiving cash in your department, a cash receipt should be issued to the customer/payer. Pre-numbered cash receipts can be purchased through Staples; item number 384149 or item number 384171 (see-attached example). Each receipt is a two-part form. The original is given to the customer/payer and the copy is kept for your files.

Step II

Cash received is submitted to the Cashiering Department with the Departmental Deposit Form. Please follow the Cash/Check instructions.

Figure 2 - Pre-numbered Receipts

The image displays three identical pre-numbered cash receipts from Western Michigan University, arranged vertically. Each receipt is a two-part form. The top part is the original, and the bottom part is a copy. The receipts are numbered 48297, 48298, and 48299. Each receipt includes the university's name and location (Western Michigan University, Kalamazoo, Michigan), a space for the date (_____, 19 ____), a space for the amount received (RECEIVED OF _____ DOLLARS), and a space for the signature (BY _____). The word 'WESTERN MICHIGAN UNIVERSITY' is printed in the center of each receipt. The receipts are pre-numbered and pre-dated.