

Prepared by Treasury Office.
This replaces Administrative Procedure No. A8.701
dated May, 1998.

A8.701
January 2002

A8.700 Treasury

P 1 of 10

A8.701 Receipting and Depositing of Funds Received by the
University

1. Purpose

To provide uniform procedures for the receipting of monies in accordance with Federal and State laws and University policies.

2. Objective

To effectively and efficiently manage the receipting, recording, depositing and safeguarding of funds received by the University.

3. Definitions

- a. Revenues - All monies received by the University, including collections made on behalf of the State.
- b. Receipt - A written or mechanically generated acknowledgment that a sum of money has been received.
- c. UHGA - UHGA (University of Hawai'i General Account) is the checking account, where all revenues, regardless of the source of funds, are deposited unless otherwise authorized by the Vice President for Administration and Chief Financial Officer.
- d. University of Hawai'i Departmental Deposit Form (FMIS-5) - A form used to record receipts in the University of Hawai'i fiscal system (Attachment 1).
- e. Bank of Hawai'i Deposit Slip - Used to deposit all monies to the University of Hawai'i checking account

at the Bank of Hawai'i.

- f. Electronic funds transfer (EFT) - Transfer of funds by electronic means directly to UHGA. The transfer is initiated by the customer. Consult with Treasury Office before implementing.

4. Applicability/ Responsibilities

This instruction applies to all personnel of University departments who handle the receipting of monies.

- a. Cashier's Office (CO) - The Cashier's Office records all monies received by all campuses and departments of the University of Hawai'i into the University fiscal system.
- b. University of Hawai'i Campuses and Departments - U. H. campuses and departments prepares deposit forms and transmits collections daily to the Cashier's Office or when authorized, deposits directly to the Bank of Hawai'i.

5. General Guidelines

- a. Internal control requires that someone other than the person performing the cashiering function does the reconciling.
- b. A receipt (e. g., a University of Hawai'i Receipt - UH Form T.O. 10 or a cash register receipt) must be prepared for all collections.
- c. Place of Deposit - Deposits may be sent to the CO or deposited directly to the Bank of Hawai'i. Deposits made directly to the bank are generally necessary in the case of non-Manoa campuses and departments. In all cases, written authority to make deposits directly to the bank must be obtained in advance from the Treasury Office.
- d. Time Limit for Deposit - Cash or checks which are received for official purposes by any University campus or department must be deposited daily and recorded in the fiscal system. Exceptions to this time limit may be made only by the Treasury Office.

If night deposits must be made to comply with the time limit, arrangements must be made in advance with the Treasury Office. Cash and checks which are awaiting deposit must be safeguarded and kept in a locked safe, a locked drawer, or a closed cash register drawer.

- e. All checks and other legal tender (e. g., money orders, bank drafts, cashier's checks, traveler's checks) must be made payable to the "University of Hawai'i," or applicable U. H. campus, e. g., "Maui Community College," and not to any of its departments or offices.
- f. Endorse all checks immediately upon receipt, utilizing the standard University of Hawai'i Check Endorsement Stamp.

(SAMPLE) MAUI COMMUNITY COLLEGE
 STUDENT HOUSING OFFICE
 For deposit in
 BANK OF HAWAII
 to the credit of
 UNIVERSITY OF HAWAII
 GENERAL ACCOUNT
 0001-055569

- g. Deposits to the Suspense Account maintained by the Cashier's Office - When it cannot be immediately determined as to which account monies should be credited, deposits should be made promptly to the Cashier's Office Suspense Account pending a final determination. The transfer to the appropriate account should be made as soon as possible upon final determination. Call the Cashier's Office for instructions.
- h. Restrictions
 - 1) University revenues shall not be commingled with petty cash or with personal or private funds.
 - 2) Monies collected on behalf of the State must be deposited to their respective accounts unless some other account is specified by the Vice President for Administration and Chief Financial

Officer.

- 3) Reimbursement of expenditures (REX items) must be deposited to the original account using the same expenditure sub code. Reimbursement of expenditures to general fund must be recorded in the same fiscal year that funds were spent. REX received after the published fiscal year end deadline shall be deposited to the State general fund (FMIS account range 992500-992999), subcode 0820 or 0821 as applicable.

6. Procedures for Depositing Collections at CO or to the Bank of Hawai'i

- a. Count and take total of all cash/checks received daily.
- b. Prepare 4 copies of the "Bank of Hawai'i Deposit Slip" (see 7. a. below for procedures).
- c. Prepare University of Hawai'i Departmental Deposit Form (FMIS-5) (see 7. b. below for procedures).
- d. Place the monies collected and the original and first copy of the Bank of Hawai'i Deposit Slip in a sealed bank deposit bag. Availability and usage of bank bags are to be coordinated with CO.
- e. For departments on the Manoa Campus, forward the following to the CO:
 - 1) the sealed bank deposit bag
 - 2) a copy of the Bank of Hawai'i Deposit Slip
 - 3) one copy of the Departmental Deposit Form (FMIS-5). Keep a copy in your departmental suspense file.
- f. For departments authorized to deposit directly to the Bank of Hawai'i,
 - 1) transmit the sealed bank deposit bag to the Bank of Hawai'i,

- 2) match the Bank of Hawai'i Deposit Slip with the Departmental Deposit Form, and
 - 3) transmit the Departmental Deposit Form and a copy of the Bank of Hawai'i Deposit Slip to the CO.
- g. Use your departmental copy of the Departmental Deposit Form to reconcile monthly with the Account Summary and/or Transaction Listing (Report FBSP090D).

7. Procedures for Completing Deposit Forms

- a. Procedures for the preparation of the Bank of Hawai'i Deposit Slip (Attachment 2).
- 1) Enter the date of deposit.
 - 2) Enter the UH departmental deposit form document number Unnnnnn next to the date.
 - 3) Enter the amount of currency deposited.
 - 4) Enter the amount of coins deposited.
 - 5) List checks and amounts by either bank number (e. g., 59-101) or by receipt number (issued by the department).
 - a) If the number of checks exceeds the number of spaces on the deposit slip, an attached listing may be prepared in lieu of filling in the spaces for checks on the deposit slip. The attached listing may be an adding machine tape or a prepared list. Enter total on the front of the deposit slip.
 - b) If an attached listing is prepared, enter "See Attached" on the front side of the deposit slip along with the total amount of checks deposited.
 - 6) Enter the total amount of deposit.
 - 7) Enter the total number of checks deposited.
- b) Procedures for completing the Departmental Deposit Form (FMIS-5) (Attachment 1). This form and

instructions are available online at
www.fmo.hawaii.edu/FMIS/formfair.html

- 1) Assign a 7 digit document number - Unnnnnn.
First character is U, next 3 digits is the fiscal officer code, followed by 3 numbers assigned by the fiscal officer or department.
- 2) Each Bank of Hawai'i deposit slip must be assigned a separate U document number.

If there are multiple departmental deposit forms for a Bank of Hawai'i deposit slip, then the same U document number must be assigned to all departmental deposit forms which total to that Bank of Hawai'i deposit slip.

8. Procedures for Receipting Electronic Fund Transfers

- a. All billings to external agencies, companies, and organizations should include an invoice number and department name to facilitate identification of electronic fund transfers.
- b. When the electronic fund transfer is credited to UHGA, Treasury Office will fax the remittance advice to the receiving department.
- c. Department must send a completed Departmental Deposit Form and a copy of remittance advice to CO for recording in fiscal system.
- d. If the receiving department cannot be identified, the electronic fund transfer will be returned to the remitter.

9. Procedures for Transmittal of Collections

- a. Collections by departments should be transmitted in sealed bank deposit bags via campus security guard for amounts greater than \$100.
- b. The "Transmittal Receipt" form (Attachment 3) should be prepared in triplicate and used when transmitting sealed bank deposit bags to the CO via campus security guard.

FMIS-5

UNIVERSITY OF HAWAII DEPARTMENTAL DEPOSIT

A8.701
Attachment 1
CAMPUS: MA

DATE: 12 / 18 / 01
(MMDDYY)

DOCUMENT NUMBER
U 048111

DESCRIPTION
SPRING 2002 TUITION AND FEES

ACCOUNT CODE	SUBCODE	TYPE	REFERENCE NO. 1	D/C	AMOUNT	REFERENCE NO. 3	ID NO.	TYPE OF PAYMENT
210157	0010	0			100.00			<input type="checkbox"/> CHECKS TOTAL NO. <u>2</u> TOTAL AMOUNT \$ _____
210157	0011	0			200.00			
210157	0020	0			100.00			
								<input type="checkbox"/> CASH TOTAL AMOUNT \$ <u>400.00</u>
								<input type="checkbox"/> WIRE/ EFT TOTAL AMOUNT \$ _____
TOTAL					# 3	\$ 400.00	TOTAL \$ 400.00	

PREPARED BY: _____
PRINT NAME

Cashier copy

DEPARTMENT MAKING DEPOSIT _____ PHONE _____
Net Amount Document Number
400.00 U 048111

FMIS-5

UNIVERSITY OF HAWAII DEPARTMENTAL DEPOSIT

CAMPUS: MA
DATE: 12 / 18 / 01
(MMDDYY)

DOCUMENT NUMBER
U 048111

DESCRIPTION
SPRING 2002 TUITION AND FEES

ACCOUNT CODE	SUBCODE	TYPE	REFERENCE NO. 1	D/C	AMOUNT	REFERENCE NO. 3	ID NO.	TYPE OF PAYMENT
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210157	0011	0			200.00			
210157	0020	0			100.00			
								<input type="checkbox"/> CASH TOTAL AMOUNT \$ <u>400.00</u>
								<input type="checkbox"/> WIRE/ EFT TOTAL AMOUNT \$ _____
TOTAL					# 3	\$ 400.00	TOTAL \$ 400.00	

PREPARED BY: _____
PRINT NAME

Department copy

DEPARTMENT MAKING DEPOSIT _____ PHONE _____
Net Amount Document Number
400.00 U 048111

All fields must be completed unless noted as optional. Refer to APM A8.701 for detailed policies and procedures. Use "Tab" key to move from field to field.

CAMPUS	Enter campus code. Refer to A12.099
DATE	Enter date form prepared.
DOCUMENT NUMBER	Enter 7 character document number Unnnnnn. First 3 numerals represent the fiscal officer code. Remaining 3 numerals are assigned by the fiscal officer/department/preparer. Enter this document number next to the date on the bank deposit slip.
DESCRIPTION	Enter brief description of transaction. Note: Only the first 18 characters will appear on the FBSP090D report.
ACCOUNT CODE	Enter 6-digit account code.
SUB CODE	Enter 4-digit sub code.
TYPE	Enter 0 for cash receipts and reimbursement of expenditures (REX). Enter 6 for accounts receivable receipts. Enter 8 for repayment of student loan.
REFERENCE NO. 1	Enter 7 character (1 alpha and 6 numeric) source document number. (e.g. AR invoice number, debit memo number, travel document number).
D/C INDICATOR	Leave blank if deposit is a credit transaction (default). Enter D if deposit is a debit transaction.
AMOUNT	Enter amount of deposit per account and sub code.
REFERENCE NO. 3	Optional: Enter internal departmental information.
ID NO.	This field must be completed for type 6 and type 8 transactions. Enter 11-digit customer code (Cxxxxxxxx) for type 6 transactions. Enter 9-digit student id number for type 8 transactions.
TYPE OF PAYMENT	Optional: Check appropriate box(es): If CHECK, enter total number of checks and total dollar amount of checks. If CASH, enter total dollar amount of cash. If WIRE/EFT, enter total dollar amount of EFT/Wire.
TOTAL DEPOSIT	Enter total amount of deposit.
PREPARED BY	Enter name, department and phone number of preparer.

SUBMIT CASHIER COPY TO CASHIERS OFFICE, LSSC, RM 105. RETAIN DEPARTMENT COPY.

Origination Date 3/13/95

Revision Date 12/17/01

DEPOSIT TICKET

DATE 12/18/01 U048111

CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT. DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

h Bank of Hawaii
MAIN OFFICE
HONOLULU, HAWAII 96813

**UNIVERSITY OF HAWAII
CASHIER'S OFFICE
GENERAL ACCOUNT**
1627 BACHMAN PL. # BA-2
HONOLULU, HI 96822

A8.701
Attachment 2

LIST CHECKS SINGLY OR ATTACH LIST

59-102/1213
01

CURRENCY ▶

COIN ▶

USE OTHER SIDE FOR
ADDITIONAL LISTING.
BE SURE EACH ITEM IS
PROPERLY ENDORSED.

TOTAL ITEMS
2

C _____
H _____
E _____
C _____
K _____
S _____

OR TOTAL FROM OTHER SIDE

\$

.
.
2 0 0 . 0 0
2 0 0 . 0 0
.
.
4 0 0 . 0 0

⑈00480⑈ ⑆121301028⑆ 0001⑈055569⑈

**UNIVERSITY OF HAWAII
TRANSMITTAL RECEIPT**

Date 01 / 01 / 2002 Time 9 : 30 AM
PM

Prepared by John Doe

From: Treasury Office

To: Cashier's Office

LOCKED BAG NO. BH2223344

LOCKED BAG NO. _____

SEALED ENVELOPE _____

REMARKS:

Received the above sealed item(s)

By Carol Wright 52
Campus Security Officer Baqge No.

DATE 01 / 02 / 02 Time 9 : 45 AM
PM

Received from Campus Security
the above mentioned sealed item(s)

By _____ Authorized Signature

No. **E** 01660 Date 1 / 1
Time _____ AM
PM