



**POLICIES**

Effective Date: July 1, 2003

Interim Date: July 21, 2015

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Approved by: James E. K. Hildreth, Ph.D., M.D.  
President and Chief Executive Officer

Subject: Division of Finance - Policy on Cash Receipts and Deposits

**PURPOSE:**

To describe the policy and procedure for recording and processing cash, checks, money orders, and credit card payments received by any College revenue units for deposit and credit to the College accounts. Units of the College include schools, divisions, departments, student organizations, and other subsidiaries identified in the Organizational structural

**POLICY:**

This policy establishes the requirements for recording and depositing funds received by any College unit or representative.

Only a representative from the Office of the Treasurer is authorized to deposit cash receipts directly to a College bank account.

Only authorized units may deposit credit card payments directly to a College bank account. The Treasurer's office is responsible for review and approval of all unit requests for permission to accept and deposit credit card payments.

**Requirements for reporting receipt of cash to Treasurer's Office**

*College revenue units receipting cash must make deposits daily, regardless of amount. When preparing the deposit, the transmittal form must reflect the account number, object code, and amount of deposit for each account number. A list of each item being deposited should be included on the transmittal form.*

College revenue units may accept checks only if the check is made payable to Meharry Medical College. Meharry Medical College does not accept counter checks or drafts. Credit Card payments must be recorded on a separate transmittal form when deposits are made.

Deposits (inclusive of receipts and supporting documentation) must be placed in a locked bank bag and hand-delivered to the Cashier Office by an officer in the



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Security Department.

*Units who receive funds less frequently must make deposits at least bi-weekly.* When preparing the deposit, the transmittal form must reflect the account number, object code, and amount of deposit for each account number. A list of each item being deposited should be included on the transmittal form.

The Treasurer must authorize all exceptions.

**PROCEDURE:**

**Revenue Generating Units Making Deposits**

1. The Office of Security receives lock bag from the depositing unit and delivers it to Treasurer's Office.
2. The Treasurer's Office staff counts the cash and verifies that the totals agree with the amount shown in the Cash section on the transmittal.
3. Verify that the Cash transmittal entries equal the listed Total.
4. Verify that the Total shown on the adding machine tape agrees with the amount entered in the Checks and Money Orders section of the Transmittal.
5. Cashier signs transmittal Form and enter date of transaction.
6. If the total receipt amount differs with the Transmittal, the Department is contacted and the money is sent back. If an addition error has occurred, the correction is made and witnessed by the Department and/or a cashier.
7. Prepare cash receipt – indicating fund, org, account, program, activity and location, amount of deposit, and preparer's signature. If the deposit reflects travel credits, the applicable person's name will need to be listed in the comments section.
8. Three copies of the receipt are printed (one each to accounting, treasurer and unit).
9. Hold the cash receipts, the original copy of the transmittal and the adding machine tape until final balancing occurs.



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### **Non-Revenue Units and Individuals Making Deposits**

#### ***Verification of Receipts and Validation of Deposits***

The depositing units should deliver the completed transmittal forms along with cash, checks, money orders, and copies of credit card receipts to the Treasurer's Office for verification of receipts and validation of deposit.

1. While the representative is present, verify that all required entries have been completed in the appropriate format on the transmittal.
2. Steps 2.2 through 2.8 are repeated.

#### **Preparation of Bank Deposit**

In order to process cash deposits quickly and accurately, currency and coin must be properly strapped and wrapped.

The deposit transmittal should be completed as follows:

1. Sort deposit by fund number
2. Separate accounting copies from office copies.
3. Prepare adding machine tape of all receipts by fund numbers.
4. Prepare an adding machine tape of all receipts to be deposited. Totals in 3.3 must agree with totals in 3.4.
5. Prepare and complete deposit ticket in its entirety in four parts; two for bank, one for accounting, and one for office.
6. Second party verifies deposit.
7. Prepare the Daily Deposit Transfer Summary Sheet.
8. Indicate the breakdown of coin, currency, and checks shown on the transmittal.
9. Forward the white copy of the receipt along with a copy of the deposit slip separated by bank to the accounting department.
10. A restrictive endorsement (i.e., specifying the "For Deposit Only") should be applied as soon as practicable after checks are received.
11. Hand delivers deposits to designated bank using College security as escort.



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**Incoming Wire/ACH**

College units expecting to receive funds via wire or ACH (Automated Clearing House) should inform the Office of the Treasurer. The Department making this request must fax to Cash Management, the following information so that funds can be properly credited to the Meharry Medical College accounting system: department name, department contact, phone number, and dollar amount to be wired, where funds are coming from, and the department account(s) to be credited.

**Outgoing Wires**

College units who must wire funds to vendors and other payees should complete the purchase and check request form and attached any required documentation as if a check were to be prepared for payment. The check request must include any wiring instructions: the name of bank, bank address, bank routing number, bank account number, and name of the account to be credited. Questions regarding outgoing wires should be directed to the Office of the Treasurer.