

NUMBER: BUSF 4.10
SECTION: Business and Finance
SUBJECT: Receipt and Handling of University Payments
DATE: March 21, 2007
Policy for: All Campuses
Procedure for: Columbia Campus
Authorized by: Joe Taylor
Issued by: Financial Services

I. Policy

Under University and state regulations, departments receiving payments on behalf of the University are responsible for ensuring adequate control procedures are in place to secure the collection and proper receipt of monies. For purposes of this policy, the term monies include coin, currency, check, money orders and credit card information.

For general information regarding University Fees, see Business and Finance policy [BUSF4.00- Academic Fees and Expenses](#).

II. Procedure

A. Authorization to Collect Funds

1. All requests for establishing, collecting or exempting fees must be submitted in writing to the USC Vice President for Business and Finance, through the Office of the Bursar/Financial Services, Petigru College, 777-6283.
2. Petty Cash or Change Fund
 - a. In no case is money to be withheld from daily receipts to create a miscellaneous fund. All petty cash or change funds must be approved for a specific use through the Controller's office. See Business and Finance policy [BUSF2.18- Petty Cash](#) for additional information.
3. All authorized and approved receipting areas must issue collection receipts authorized by Financial Services.
 - a. The Office of Financial Services has three-part, pre-numbered receipts that must be used by departments authorized to collect funds. No other

receipts are authorized for use by departments for receipting purposes and will not be accepted by the University:

- 1a. General Fund and General "A" Fund Forms - On-line or manual roll forms. General Fund forms are used by areas that utilize the University's on-line receipting system. General "A" Fund forms are for areas that use the roll forms with a manual receipt machine.
- 2a. Special Funds - Book forms, three to a page. For use by areas that are not on the University's on-line receipting system and do not have a manual receipt machine.

B. Receipting Procedures

1. To ensure proper processing, fill out the General (on-line or roll) or Special (book) receipt form in its entirety. [Exhibits A1, A2]
 - a. Social Security Number:
 - 1a. Accounts Receivable - The social security number must be recorded when the receipt reflects a payment to accounts receivable.
 - 2a. Other - When receipts are written for purposes other than an accounts receivable, record the social security number, if available. If not available, do not write in this area.
 - b. Enter the date the payment is received in the block provided on the upper portion of the receipt form.
 - c. Enter the name of the individual from whom payment was received (last name first) in the appropriate block.
 - d. In the Dept. - Fund – Object Code section, enter the department, fund and revenue object code to which the funds should be distributed. If unsure of proper object code, contact the Controller's office for guidance.

Example:

<i>Department</i>	<i>Fund</i>	<i>Object Code</i>
15000	A000	46100

Note: If the object code is not a revenue account code, sufficient documentation must be included with the deposit to explain the use of a non-revenue object code.

- e. List the amount to be distributed to each account. If more than one department, fund, object code is used, the individual line amounts must equal the total amount of the receipt.
 - f. Sign the receipt (no initials).
 - g. Briefly describe the purpose of the receipt in the description area provided at the bottom of the receipt. List the currency, coins, money orders, checks, and credit card amount making up the total receipt.
2. Receipt Distribution. *(See section D for deposit procedures)*
- a. The original receipt is issued to the individual from whom you have collected a fee.
 - b. Send the second copy of the receipt to the Office of Financial Services, along with the payments collected and the USC deposit transmittal form.
 - c. Retain the third copy of the receipt and file in numerical or other auditor-approved filing order.
3. Voiding a Receipt.
- a. All receipts must be accounted for at all times:
 - 1a. General Receipts and General "A" Receipts (on-line or manual roll). When voiding a receipt, write VOID, the reason, and have a supervisor sign across the face of the original and each copy of the receipt. When you send your receipts and deposits to the Office of Financial Services, include the original and both voided copies.
 - 2a. Special Receipts (book form). When voiding a receipt, write VOID, the reason, and have a supervisor sign across the face of the original and each copy of the receipt. Send only the original and one voided copy to the Office of Financial Services. Retain the file copy intact in the receipt book.
4. Handling Coin, Cash, Money Order, Check and Credit Card Payment Information.
- a. Safeguarding revenue and receipts prior to deposit is the responsibility of the department. All coins, currency, checks, money orders and credit card information must be retained in a safe place until the deposit is made.
 - b. For proper internal control, only the department head or authorized designee will collect and handle fund payments. Immediately notify the

Office of Financial Services (777-3567) when a personnel change is made.

- c. Check, money order and credit card payments, regardless of function, must always be made payable to the University of South Carolina (USC). Checks, money orders and credit cards cannot be made payable to projects, seminars, conferences, clinics, or any other such entities.
- d. Restrictively endorse (stamp- *for deposit only*) all checks and money orders immediately upon receipt. Authorized receipting areas will be issued a restrictive endorsement stamp stating:

FOR DEPOSIT ONLY
(Department Name)
Deposit State Treas. S.C.
(Gen. Dep.) Account#030700538

The restrictive endorsement serves as protection against lost or stolen items.

C. Procedures for Preparing and Depositing Receipts:

(WARNING: Any person delivering a deposit to the Office of Financial Services should take adequate precautions for their personal security and safety. Do not send cash through the mail.)

1. Departments that are authorized and approved as receipting areas must make deposits to the Office of Financial Services within the time periods specified below:
 - a. When the accumulated amounts receipted total \$50 or more, the deposit must be made no later than the following business day.
 - b. When the accumulated amounts receipted are less than \$50, deposit within a one week time period.
 - c. Due to the risk of loss or theft, funds should not be retained by any department unnecessarily.
2. Preparing Deposits (coin, currency, money order, checks and/or credit card payments)
 - a. Write the name of your department and the assigned transmittal number in the upper left-hand corner of the transmittal form. (Available at <https://helpdesk.uts.sc.edu/eforms/default.asp>)
 - b. Write the date of the deposit in the upper right-hand corner.

c. In the receipt numbers position, list the beginning and ending receipt number used. Receipts must be attached to the transmittal in numerical sequence, including the original and all copies of any voided general receipts, or the original and one copy of any voided special (book) receipts.

d. Amount calculations. *Note: Always count all coin, currency, money orders, checks and deposit amounts twice to ensure validity before recording on the deposit form. In every instance, run two separate calculator tapes for each deposit reconciliation and attach to the deposit form.*

1d. Count all currency and record the amount on the currency line. Bind the currency with the two calculator tapes.

2d. Count all coins and record the amount on the coin line. Attach the two calculator tapes to the coin envelope.

3d. Total the charge card payments and record the amount on the total Visa/Master Card line. Bind the credit card slips with the two calculator tapes.

Note: Do not attempt to process a credit to a charge card. The University does not process credits to charge cards through the system. The amount shown must be the payment amount made using the credit card.

4d. Total and verify the checks and money orders and record the amount on the check amount line indicated. Bind the checks and money orders with the two calculator tapes.

5d. Using the amount totals from above, Total the full deposit amount (all receipts) and record the amount on the line indicated. Attach the two calculator tapes to the deposit transmittal form.

5e. Proof the amounts entered on the transmittal form by running two calculator tapes. Attach the tapes to the deposit transmittal form.

Note: The total coin, currency, money order, checks, and credit card payments collected must balance with the total receipts written.

f. Attach the **two** adding machine tape to the transmittal form along with all the receipts and adding machine tapes.

g. In the Revenue Fund Classification section, list your department, fund, revenue object code and amount. The total distribution must equal the total coin, currency, money order check, cash and credit card sales

deposited. If more than one department, fund, object code is used, the individual line amounts must equal the total amount of the receipt.

Note: If the object code is not a revenue account code, sufficient documentation must be included with the deposit to explain the use of a non-revenue object code.

1g. Payments for activities or services without a classification account number. If funds are received for an event before an account is established, prepare the deposit as usual, and the Office of Financial Services will deposit the funds into a "holding" account until an account number is assigned. If more than one department fund object code is used, the individual line amounts must equal the total amount of the receipt.

2g. "Holding" account release. Once an account number is assigned, it is your department's responsibility to notify the Office of Financial Services. Upon notification, the funds will be removed from the "holding" account and applied to the proper account.

h. Print your name (no initials) and phone number in the area "Prepared By."

i. Complete the transmittal in duplicate and submit the original to the Office of Financial Services. Include the payments collected and all calculator tapes for transmittal receipts, coin, currency, money orders, checks money orders and credit card payments. Retain the duplicate pending the deposit verification from Financial Services. **Never mail cash.**

1i. Coin, currency, money order, checks and credit card payment deposits. All coin, currency, money orders, checks and credit card payments, with the calculator tapes, must be placed in a locked bag, along with a deposit transmittal and a copy of all receipts. Deliver the bag to the Office of Financial Services.

2i. Deposits containing ONLY Check and credit card payments. Deposits containing only checks and/or credit card payments should be placed in the pre-addressed envelope furnished by the Office of Financial Services and delivered or mailed to the Office of Financial Services. Include a deposit transmittal and copy of each receipt with the deposit.

j. Prepare a State Treasurer's Deposit Form for charge card payments and list on the transmittal.

3. Deposits Made to Financial Services

a. All deposits to Financial Services will be issued a receipt. This receipt should be compared against the original deposit, and attached to your

copy of the transmittal. Advise the cashier in Financial Services if you need a receipt immediately upon deposit.

1a. When a cash deposit is made in a locked bag, a receipt will be issued and placed in the bag, which will be returned to the department.

2a. **When deposits containing only** check and credit card payments are mailed or delivered to the Office of Financial Services in the pre-addressed envelope, a receipt will be issued for the amount of the deposit and mailed back to the department.

b. Failure to receive a receipt.

If you fail to receive a receipt within 3-5 business days from the date of the deposit, notify the Office of Financial Services at 777-3567.

c. Deposit overage or shortage.

Deposits are always verified by personnel within the Office of Financial Services. If an overage or shortage exists, you will be immediately notified by Financial Services.

D. Returned Items

Check or credit cards that are not honored (returned unpaid) will become a University Receivable. Once the receivable is determined to be uncollectible, the account credited from the original deposit will be adjusted for the uncollected item. The department and individual that made the original deposit will be notified of this adjustment.

III. Reason for Change

The purpose of this new policy is to establish the Bursar's existing guidelines for handling cash receipts, deposits, and accountability of funds, as a formal University policy. Update contact information.

Send comments to [Joe Taylor](#)