



PRAIRIE VIEW A&M UNIVERSITY

# Cash Handling and Funds Collection

Policies and Procedures



# CASH HANDLING POLICIES & PROCEDURES

Prairie View A&M University is striving to stay in compliance with all laws, policies, rules and regulations on all levels of its business functions. In order to stay in compliance, policies and procedures must be followed by all faculty, staff, and students. Prairie View A&M University has established cash collection procedures to assist in this effort.

# RECEIVING FUNDS

- According to section 51.003 of the Texas Education codes and system policy 21.01.02 section 4.1, all funds received by the department must be turned in to the Cashiers office within 3 business days of receipt of funds or when funds collected reaches \$200.00 which ever comes first.
- Funds is defined as any monetary or cash equivalent item which includes cash, checks (personal, money orders, cashier, scholarship, etc.), credit cards payments..etc
- All funds received by the University must be properly receipted using official PVAMU receipts.
- Any department that receives funds from the University must receive training from Treasury Services before accepting funds.

# RECEIVING FUNDS CONT...

- Trainings are scheduled when requested by contacting Carolyn Giles at 1940 or at [csgiles@pvamu.edu](mailto:csgiles@pvamu.edu) or Carolyn Simington at 1948 or at [ccsimington@pvamu.edu](mailto:ccsimington@pvamu.edu)
- Official PVAMU departmental receipts will be issued after training is complete
- Any department that receives funds must develop cash collection procedures and it must obtain approval of these procedures from the Manager of Treasury Services.
- Funds should not be handled at any time by any student that is not a full time university employee.

# RECEIVING FUNDS CONT...

- All credit card data received in any department should be forwarded immediately and directly to the Cashiers office by an official employee (not a student). This information should not be faxed or e-mailed. Copies of the cardholder's information (i.e. account# and/or expiration date) **should not** be stored anywhere in the department and should not be forwarded to any other department other than the Cashier's office.
- No credit card information should be written down or taken over the phone. All phone payments must be transferred to the Cashier's office for processing. All companies that accept credit card payments must meet PCI (Payment Card Industry) compliance for safe storage and securing of credit card data. In order to meet PCI compliance, forms must be filled out ensuring that you are in compliance with Data Security Standards. Currently the Cashiers Office is the only department on campus equipped to handle such processes. Being out of compliance can result in large financial fines to the university.

# SAFEGUARDING OF FUNDS

- The responsible person must have complete knowledge of the collection of funds process.
- Funds should be kept in a locked place (safe, lock box...etc) at all times with limited access. Only the responsible person or designee should have access to these funds.
- Funds not safely guarded could result in unwanted access to or theft of university funds that the responsible person will be held fully responsible for.

# SAFEGUARDING OF FUNDS

## Cont...

- The responsible person is also subject to review by auditors. If fraud or misuse of university funds is detected, the responsible person will face disciplinary action and possible termination.
- Always remember that all funds received must be deposited within 3 business days of receipt regardless of the amount (system policy 21.01.02 section 4.1)

# PREPARING OFFICIAL RECEIPTS

- Before a department can collect funds they must receive cash receipt training given and sign a departmental receipt acknowledgement form issued by Treasury Services.
- Official cash receipts are to be used by departments that have been approved to collect funds on site. Each book should be used sequentially.
- Official cash receipts are pre-numbered and are issued by Treasury Services.
- When funds are received, the preparer of the receipt will print the department name, department phone number, date funds received, customer name, description of payment, amount, payment type and FAMIS account number (6 digit account # plus 4 digit revenue object code) on the receipt.

# PREPARING OFFICIAL RECEIPTS CONT...

- The preparer will sign the receipt and date it.
- There are 4 copies of the receipt. The colors indicate which department receives which copy. The customer always receives the white copy. The other recipients are indicated at the bottom of the receipt.
- The Cashier should receive the yellow copy when funds are submitted for deposit within 3 days of receipt regardless of the amount.
- The pink departmental copy should be brought with the deposit to the cashier to be stamped as received for deposit.

# PREPARING OFFICIAL RECEIPTS CONT...

- All gold copies must remain in the receipt book and the receipt book must be returned to Treasury Services when the last receipt has been used. This includes all voided receipts.
- Treasury Services will maintain a log of the official cash receipts that have been issued.
- Treasury Services will review receipts returned to determine if any numbers have been skipped. If there are skipped numbers, a letter will be sent to your department requesting information regarding the skipped numbers.
- Receipts are not to be shared with any other department. Each department will be responsible for all receipts assigned to it.

# Approval of Events to Collect Funds

- No faculty, staff, or member should collect cash from any student without written approval from the Vice President of Business Affairs. This is due to the liability issues, state and system laws & rules. (i.e. field trips, fees, dues, sale of merchandise...etc)
- Approval will not be granted until appropriate training has been completed by all relevant individuals in the requestor's unit.
- Cash collection procedures are available on-line at <http://www.pvamu.edu/pages/1234.asp>

# GIFTS AND DONATIONS

- All gifts and donations received must go through the Office of Development prior to submission to the Cashiers office.
- The Development Office prepares a gift transmittal form identifying the donor, gift received and FAMIS account information and sends official acknowledgement of gift to donor.
- The Development Office brings gift transmittal form and funds to the Cashier's Office.

# SALES TAX

- Prairie View A&M University is exempt from paying State of Texas sales tax on purchases, however it is not exempt from collecting tax on sales made by the University.
- A tax must be collected on all cash sales involving tangible, personal property.
- State Comptrollers office defines personal property as things that can be weighed, measured, felt or touched, or that is perceptible to the senses in any other manner including computer programs.
- Sale of t-shirts, office furniture and books are also taxable.
- Go to <http://www.legis.state.tx.us> for more info.

# SALES TAX CONT...

- When collecting sales tax on sales or services, the sales tax should be receipted separately in FAMIS account 030003 2110.
- Sales tax should be collected at a current rate of 8.25%.
- Some purchasers qualify for a sales tax exemption because of the nature of their organization. In this case, you must obtain a signed sales tax exemption certificate from the purchaser at the time of sale.
- All certificates must be kept in the department's records as proof of the exempt sale.

# CONTACT INFORMATION

- Equilla Jackson- Manager of Treasury Services-phone:1941, e-mail: [eqjackson@pvamu.edu](mailto:eqjackson@pvamu.edu)
- Carolyn Simington-Supervisor of Treasury Services-phone: 1948, e-mail: [ccsimington@pvamu.edu](mailto:ccsimington@pvamu.edu)

WEB page : <http://www.pvamu.edu/pages/3526.asp>

# QUESTIONS

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