

UNIVERSITY OF SOUTHERN MAINE

Cash Management Refresher Training

The following are important points included in training for all USM employees who are responsible for handling cash, checks or bankcards. They are provided in this abbreviated format as a refresher for all staff who previously attended a cash management workshop.

Please acknowledge that you have read each item listed below by placing a check at the left.

ADMINISTRATIVE PRACTICE LETTERS

_____Administrative Practice Letters (APL's) are a set of system-wide policies and procedures that guide University business practices. Complete APL's can be found on the University Treasurer's web page at <http://www.maine.edu/oft/apl.html>. APL's #25, #11, #1 and #6 pertain to cash management training.

APL # 25 Cash Management Training

_____All individuals responsible for cash, checks or bankcards, must participate in formal cash management training as early as possible in their assignment. Refresher training is required for the employee and their supervisor, at least once a year thereafter. A record of those participating in the process must be filed with the University of Maine System Internal Audit Department.

APL # 11 Cash Collection Procedures

_____All checks, cash, and bankcard information should be deposited daily at the Student Billing Offices in Portland, Gorham or Lewiston. At a minimum, funds must be deposited, when receipts exceed \$100 or once a week, whichever comes first.

_____Cash should **NEVER** be sent through the mail.

_____All checks should be restrictively endorsed upon receipt. If not pre-printed on the endorsement stamp, the PeopleSoft chartfield combination should be written or stamped on the check. Operating unit (if other than UMS 06), dept ID, fund and account codes are required. Other, optional additions to the chartfield, need to be included if used by your department. Customized stamps can be easily ordered by departments from several local vendors.

_____The receipt of all monies must be recorded on pre-numbered receipts or a cash register.

_____Physical access to funds should be strictly limited to personnel responsible for the monies. All cash, checks and bankcard information must always be kept in a secure location (e.g. fireproof safe, locked filing cabinet or cash register).

_____Good internal control requires the segregation of cash handling duties. Physical custodianship of assets should be separated from the record keeping of the assets. The responsibilities of one person should complement and check those of others.

_____When segregation of duties is not practical the cashier's supervisor should approve all cash deposits, ensuring that the total of funds deposited agrees with the source documents (i.e. cash register tapes, cash receipts).

_____All areas responsible for cash collection are subject to an annual audit. Audit requirements for cash collection are detailed in APL # 11.

APL # 1 Petty Cash

_____Petty cash funds are maintained at the Student Billing Offices in Portland and Gorham. These funds are used to reimburse staff members who do not have a purchasing card, for small business related purchases (less than \$125).

_____Petty cash funds do not reimburse for sales tax, alcohol, returnable bottle deposits, or any expenses that require IRS reporting.

_____Petty cash reimbursement requests must include original receipts and be submitted within 90 days from receipt date. Requests for less than \$125 are to be sent to either the Portland or Gorham Student Billing Office.

_____Reimbursement requests for more than \$125 should be made only in emergency situations where the use of a credit card is not possible and payment through normal accounting channels would be difficult. Reimbursements for more than \$125 are to be sent to the Accounts Payable Department in Gorham.

_____A record of all departmental petty cash funds, including the name of the approved custodian, is maintained in the Financial Resources Office in Portland. Jackie Owen, Accounts Manager, must be notified immediately when a change to the record occurs.

_____Custodians of petty cash, kept in departmental offices, must ensure that any funds that have been spent will be replenished monthly. Each fund should be balanced at least as often as it is reimbursed.

_____Petty cash funds must be kept in a secure location (e.g. safe, locked filing cabinet).

_____All petty cash funds are subject to annual audit. Audit requirements for petty cash are detailed in APL #1.

_____ Requests for mailing of petty cash checks to an off-site vendor must be accompanied by an addressed envelope and completed *Mailing Services Banded Mail Charge Form for PeopleSoft*.

_____ Check request forms, applications for purchasing cards, info about Mail Service requirements and other helpful financial links and information, can be found on the Business Services web site at <http://www.usm.maine.edu/bus/>

APL # 6 Delegation of Authority to Approve Financial Transactions

_____ A record of employees responsible for the activity and control of an account is kept on file at Business Services in Gorham. The designated employee must personally approve all transactions in that account.

_____ Authority to approve financial transactions may be delegated to another employee by providing Business Services with written authorization to do so.

_____ Facsimile signature stamps may not be used to approve financial transactions.

Cash Management Questions or Concerns? Contact....

Jackie Owen, Accounts Manager, Financial Resources at 780-4724 or via e-mail at **jackieo@usm.maine.edu**

Please return the completed worksheet within **10 business days** to Jackie Owen, Financial Resources, 118 Payson Smith Hall, Portland Campus.

Faxed copies can be sent to 228-8591.

Employee Name/Title _____
Please Print

Employee Signature _____

Date _____

Department/Campus _____

Thank you for completing Cash Management Refresher Training.
7/22/05

