



Cash Handling Role Documentation

Unit: _____

Chartfield: _____

Step 1: Receive payment from client

_____ accepts payment from client and according to payment type issues the following:

- a) Cash/checks without an invoice - issues a receipt.
Receipt number is entered into receipt tracking log (1) that is maintained by _____ and is located _____.
- b) Cash/check with an invoice – does not issue a receipt.

Step 2: Record payments

The cash/checks and copies of all receipts or invoice are given to _____.

The checks are entered into the check tracking log (2) by _____ that is maintained by _____ and located _____.

_____ stores the cash and checks at this location _____ until total of \$500 is collected or one week passes.

Step 3: Deposit payments

The deposit is entered into financial system by _____, who also makes initial entry on deposit log (3). _____ brings deposit to the deposit center and completes the deposit log by obtaining deposit center signatures. Deposit log is maintained by _____.

Step 4: Reconcile payments

_____ reconciles deposits in the general ledger to receipts, check logs, and deposit logs.

- (1) Receipt log: used to track all receipt numbers.
- (2) Check log: used to track checks that are submitted to a unit
- (3) Deposit log: used to track the status/transport of deposits from unit to deposit center

NOTE: The individual who accepts cash/checks cannot be the same individual who reconciles deposits.