



Standard Invoicing Procedure Recommendations

1. Each area is to complete the standard cash handling role procedure for all funds which receive cash/checks to be kept on file in the department.
 - a. A standard invoice should be used for all Schools/Department within the College.
 - i. Exception- for those areas with large earnings operations that require a separate software program to develop invoices.
 - b. Fiscal Officer should develop invoices for all other funds. (Contracts, agency funds, small earnings funds, etc.)
 - c. Copy of the invoice and any necessary back up documentation should be sent to depositor.
2. Checks/cash should be sent either directly to the depositor or another individual associated with the fund.
 - a. Any individual receiving checks on behalf of the University is to immediately endorse the check.
3. Each area is to maintain a check log which records who received the checks and whom deposits the check.
4. Each area is to adhere to standard University policies.ⁱ
 - a. Deposits should be done weekly or when \$500 or more is accumulated.
5. Each area is to maintain a deposit log which records the deposit bag, depositor, and deposit center information.

ⁱ Best practice is to have two separate individuals verify checks and currency, before it is deposited and checks/cash should be kept under two locks minimum (e.g., lock box in office and locked door to office).