

# UNIVERSITY OF WASHINGTON, BOTHELL

## POLICIES AND PROCEDURES MANUAL

- Policy
- Procedure

### CASH CONTROL AND ACCOUNTABILITY

5.5

REV 11/03

Finance and Administration

352.5235

### **UWB Departmental Cash Handling Policies**

#### **POLICY**

The University of Washington Cash Handling Policy requires that hand written receipts be given, if a cash register is not used, when payment is accepted in person. Receipt books are available from University Stores. If payment is accepted by mail, a payment log should be used, and the payment recorded immediately. The department may want to also mail the person a receipt as a courtesy, and to let them know that payment was received.

Checks received must be endorsed payable to UW Bothell. Endorsement stamps are available at the Cashier's Office (UW1 176) for check out, or you may contact UWB Finance and Administration about ordering an endorsement stamp if there is an ongoing need. Deposit slips are also available at the Cashier's Office.

#### **PROCEDURE**

The person preparing the deposit must be someone other than the person that actually accepted payment. All checks must be immediately endorsed. Payments should be kept in a secured cash box (available for check out from Finance and Administration, UW1 281), and must be kept in a secured area if the deposit can not be made the same day payment is accepted. Deposits must be taken to the Cashier's Office at least weekly, or when the total on hand reaches \$500. For specific events, or non-recurring activities, the department should take the deposit to the Cashier's Office the day of the event, or the following business day.

#### **ADDITIONAL INFORMATION**

[University of Washington Cash Handling Policy](#)