

UNIVERSITY OF WASHINGTON, BOTHELL

POLICIES AND PROCEDURES MANUAL

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CAMPUS CASHIER
5.4
REV 04/05
Finance and Administration
425.352.5235

OVERVIEW

The UWB Campus Cashier provides cashiering services for the campus. The campus cashier accepts payment for the following items

- Tuition and late fees
- Parking/Traffic Citation Fines
- Transcripts
- Student ID Replacement Cards
- Parking Permits
- U-PASS
- Bicycle Locker Rental
- Study Abroad Fees
- Application Fees if paying in cash
- Other special UWB programs/events
- Student Microsoft Media Sales

POLICY

When departments have special events that the cashier will be collecting fees for, it is requested that they check with the [Finance and Administration Director](#) or the [Budget Fiscal/Analyst Lead](#) before putting the program in place. F&A will review to make sure that all pertinent information is on the document being distributed to possible participants. This will allow the cashier to be aware of the program and be able to assure that revenue is deposited into the appropriate accounts.

Departments should not collect cash directly but rather have individuals make payments at the Cashier's Office for all programs/events. "Cash" includes coin, currency, checks and money orders. Credit cards are not accepted at the Cashier's Office, and are not an option for a departmental event.

PROCEDURES

If there is are extenuating circumstances why cash must be collected at the UWB department, then cash should be stored in a safe or other locked secure place. The following procedures should be followed if cash is collected directly

at a departmental level.

Accounting for cash as it is received:

1. If received in person, ring up on a cash register or record on a pre-numbered multiple-copy receipt form (available from University Stores). Give a copy of the receipt to the customer.
2. If received by mail, enter the payment immediately into a registration system or cash receipt journal (for example, a computer application or a payment log). The person opening the mail and receiving cash or checks must be someone other than the person entering names and amounts in a registration system or writing receipts.
3. Indicate the type of payment (currency or check).
4. Restrictively endorse checks immediately as "Deposit only-Payable to The University of Washington" on the left 1 1/2" of the back of the check.
5. Cash and checks received must be deposited on a daily basis at the Cashier's Office.

Receipt books and cash boxes are available at F&A for departments to check out on a short-term basis and use at no cost.

Please also refer to Administrative Services Policies and Procedures 5.5, Cash Control and Accountability, for more information.

CONTACT INFORMATION

[UWB Cashier](#) – 425.352.3246

[Finance and Administration Director](#) – 425.352.3688

[Budget Fiscal/Analyst Lead](#) – 425.352.5460