THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Cashier's Office and Departmental Cash Management	**Number:**	502.1
		Revised:	2/13/04
SUBJECT:	General Policies	**Date Issued:**	
		Review Date:	2/13/07
		Attachment(s)	
APPLIES TO:	All Departments and Units of the University		
ISSUED BY:	Financial Operations/Treasurer's Office		

I. Introduction

The University has established the Cashier's Office in order to facilitate procedures that will maximize cash flow and protect University assets. The University operates full-service branches of the Cashier's Office on the Ann Arbor, Flint and Dearborn campuses. University Hospitals in Ann Arbor houses a limited-service branch that does not accept student payments.

The Cashier's Office operations include acceptance of payments and deposits from students, departments, faculty, staff and others, and disbursement of authorized funds to those same groups. This policy guideline is effective for all University campuses. Because individual campuses may have more restrictive policies, it is suggested that the appropriate web site be consulted:

General Web Site: http://www.umich.edu/~finops/CashiersOffice/
Dearborn Web Site: http://www.umd.umich.edu/univ/cashiers/
Flint Web Site: http://www.umflint.edu/resources/offices/financial_services/index

II. Departmental Cash Management and Deposits

A. Departmental Cash Management

University units must use proper procedures and Internal Controls when handling cash collections and deposits. A system of Internal Controls is designed to provide reasonable assurance that errors will be detected and corrected in the normal course of activities. A necessary component of this system is the segregation of duties between personnel that handle cash receipts and those that record cash transactions. For general information on such controls, reference Standard Practice Guide Section 500.01, Fiscal Responsibilities, at http://spg.umich.edu/pdf/500.01.pdf .

Detailed procedures and controls for handling and recording cash transactions may be found at http://www.umich.edu/~finops/index_js.htm. Recognizing that there are departments or offices whose staffing levels preclude normal and adequate segregation of duties or other types of Internal Controls, the Office of University Audits will assist such units in the development and implementation of alternative procedures and control methods. However, maintaining adequate Internal Controls and procedures remains each department's responsibility.

B. Deposits

All funds collected by any unit or department of the University are to be deposited into a University account on the date of collection. Where this is impractical and where the total deposit is less than $500, the deposit may be made within one business day of collection. This policy will protect University funds as well as facilitate proper cash management. The Treasurer's Office must approve any exceptions to this policy.

Campus mail may not be used for delivery of deposits. All currency deposited must be U.S. currency. All deposits are subject to verification by the Cashier's Office, and any discrepancies will be reported to the depositing unit.

When a University unit collects funds but is uncertain of the correct ChartField combination for deposit, the funds should be deposited into the Unallocated Funds ChartField combination:

Account	122500	Fund	98000
Dept ID	000500	Program	98040
Class	blank	Budget Year	YYYY
Project Grant	blank		

All supporting documentation should accompany the deposit and must be attached to the cash receipt. Checks should be properly endorsed and include the applicable Shortcode or ChartField combination of deposit. Questions on such procedures should be directed to Transaction Services in Financial Operations.

Foreign remittances should be in the form of check or money order drawn on a U.S. bank. If this is not possible, foreign drafts *may* be accepted subject to collection. Foreign drafts are often subject to substantial fees and/or discounting which will be charged to the depositing department. Therefore the depositing unit will not be given credit until the item has been collected and the final value determined. A more restrictive policy is in effect at the Flint and Dearborn campuses.

A Cash Receipt Ticket must accompany all funds received for deposit. The form is available for downloading from the following web site:
http://www.umich.edu/~finops/index_js.htm - M-Pathways Forms.

For a complete deposit procedures "How To" guide, visit the web site at: http://www.umich.edu/~finops/CashiersOffice/ or contact one of the Cashier's offices listed above.

III. Student Transactions

With the exception of the Hospitals location, branches of the Cashier's Office will accept, either in person or by U.S. Mail, student payments for tuition, fees, housing, loans, telephone charges and other miscellaneous charges. Mailing addresses are listed on each campus' web site. These payments may be made by cash, or by check or money order for the amount of the obligation only. When a receipt is required, payment should be made in person. Note that the Hospitals' office does not accept student payments.

Student laboratory fees are normally assessed directly to the student's account. If not directly assessed, such lab fee payments will be accepted by the Cashier's Office when accompanied by an authorized Lab Fee Payment Form, available at http://www.umich.edu/~finops/index_js.htm. Laboratory fee refunds must be requested on the same form and be signed by an authorized signer.

Credit cards are accepted at Dearborn and Flint for payment of their students' tuition and fees. The Ann Arbor campus does not accept credit card payments for student tuition and fees.

IV. Check Cashing

The Cashier's Office is only authorized to cash checks drawn on University accounts. Custodians of Imprest Cash Funds may cash University reimbursement checks to replenish such funds. Cashing of personal checks is not permitted.

V. Request for Currency and Coin

Currency and coin will be provided to University departments for change making purposes, subject to its availability.

VI. Travel and Business Hosting Advances

The University P-Card is the highly preferred method for obtaining cash advances for business travel and/or hosting. When it is not practicable to use the P-Card, the Cashier's Office will issue a check or, in some circumstances, cash, when presented with a properly authorized Travel/Business Hosting Advance form and valid identification. University P-Card holders are not eligible to receive a Travel/Business Hosting Advance. Additional information on such advances may be found in Standard Practice Guide Section 501.04-1, located at http://spg.umich.edu/pdf/501.04-1.pdf. Note that more restrictive policies are in effect at the Dearborn and Flint campuses.

VII. Imprest Cash Funds and Petty Cash Reimbursement

The Cashier's Office will replenish Imprest Cash Funds (Petty Cash) by cashing checks made out to the custodian of the fund. Specific information on these funds, including Temporary Imprest Cash Funds, may be found in Standard Practice Guide Section 501.02-1 and located at http://spg.umich.edu/pdf/501.02-1.pdf and also http://www.cashiers.umich.edu/p&p.htm - Imprest.

The Cashier's Office will reimburse individuals for certain small cash purchases made outside the M-Pathways Purchasing system. Reimbursement is limited to $200 per person per day. Original receipts and a properly authorized Petty Cash form are required for reimbursement.

For information on Petty Cash purchases, refer to the University Standard Practice Guide Purchasing Services Section 507.01 at http://spg.umich.edu/pdf/507.01.pdf The Petty Cash Form in its entirety and instructions may be found at: http://www.umich.edu/~finops/index_js.htm select Forms and Reports.