University of Kentucky, College of Nursing
Cash/Check Handling Procedures

Cash/Check Handling Procedures

1. Check(s)/Cash will need to be submitted in a sealed envelope along with all supporting documentation and any special instructions. Please be sure supporting documentation provides sufficient information such as who the funds are from, the purpose and the account the funds should be credited too. All funds must always be kept secure and the deposits should be submitted to the business office asap for processing.

2. On the outside of the envelope list your name, the date submitted to the business office and the date the funds were received by you. There is a depository safe located in room 315Z. All deposits will need to be placed in the safe. You will also need to log the deposit on the log which is located on top of the safe. Deposits will remain in the safe until the deposit is prepared. Deposits will be prepared by the business office on an as needed basis.

Please keep in mind that the Universities Cash Operation Policies must be followed.

Please visit: https://ufs.uky.edu/bpm/e-2-1-treasury-operations-manual for detailed information or consult with the College of Nursing business office.

Cash Deposit procedures

1. A designated business office employee will enter the safe located in room 315Z in the College of Nursing and pull all cash/check from the safe. He/she then compares the cash/checks to what is written on the log for accuracy.
2. Once verified the employee returns to their workstation and prepares the cash/check transmittal in SAP, using the account number provided on envelope. If no GL is in the envelope, the employee will determine best GL to use for the deposit.
3. The employee will remove the cash and verify it with the depositor's envelope total.
   a. If total is verified, skip to step 4.
   b. If total is not verified, the employee then contact the depositor to determine the cause of the discrepancy.
4. The employee will prepare a cash transmittal in SAP.
5. The employee then goes to the College of Nursing Scanner and scans a copy of the envelope(s) and any associated back up.
6. The employee then prepares a deposit ticket for PNC bank.
7. The employee then combines the PDF File with the Check Transmittal, scans) and the deposit ticket. He/she then add signature boxes for them and the person whom is verifying the deposit to sign electronically.
8. The cash is given to another person, in most cases another College of Nursing Business Office personnel to verify.
9. Upon verification they sign the cash transmittal. The original processor signs the transmittal as well during this time.
10. The PDF signatures are then printed (locked) and a copy of the entire PDF are placed into the file folder for reconciliation purposes.

11. The cash and copy of deposit ticket is then placed in a clear deposit bag and info is written on front, as required by Treasury Services. The bag is then sealed.
12. The deposit is walked over to Treasury Services the same day the deposit is processed.

Check Deposit Procedures

1. A designated business office employee enters the safe located in room 315Z in the College of Nursing and pulls all cash/check from safe. He/she then compares the cash/checks to what is written on the log for accuracy.
2. Once verified the employee returns to their workstation and prepared the cash/check transmittal in SAP, using the account number provided on envelope. If no GL is in envelope employee will determine best GL to use for the deposit.
3. The employee will then use the Business Office iPad to do the deposit in PNC Banking app. Please note: this iPad is only used for this purpose and only Business Office employees have access to this iPad. It remains locked in safe in room 315 Z.
4. Once all checks have scanned into the PNC banking App. The employee will log into the PNC bank website and pull the deposit ticket.
5. The employee then goes to the College of Nursing Scanner and scans a copy of the check(s).
6. The employee then combines the PDF File with the Check Transmittal, scan of Check(s) and the deposit ticket. He/she then add signature boxes for them and the person whom is verifying the deposit to sign electronically.
7. The check are given to another person, in most cases another College of Nursing Business Office personnel to verify.
8. Upon verification they sign the check transmittal. The original processor signs the transmittal as well during this time.
9. The PDF signatures are then printed (locked) and a copy of the entire PDF are placed into the file folder for reconciliation purposes.
10. All the checks are then bundled up and a destroy date is written on the bundle. The date of destroy is usually 2 weeks after the date of deposit. Then the bundle is placed back in the safe located in room 315Z to await destroy date.
11. Once date arrives, the entire bundle is run through shredder currently located in room 315Z. Please note: Blue bins are NEVER used for destruction of the check bundles.