

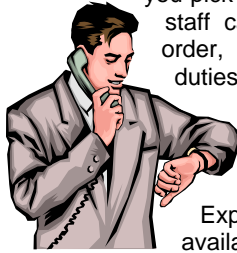
General Procedure For Departmental Transactions:

- Completely fill out the header portion of the Cash Receipt with your current contact info. If we need to contact you regarding your transaction, we will use this information.
- Collect, organize, and tally all of your tenders. If you have checks, make sure they are all signed by the account-holder, the written amount matches the numerical amount, and the backs of them are endorsed with your speedtype. Make two calculator tapes for each stack of checks you have. If you have credit card transactions, make sure you keep the authorizing signature in your files. If you are handling cash, count it at least twice, and put it in a secure pouch or bag before transporting to cashiering.
- Itemize all your transactions on the Cash Receipt. Make sure that you have the correct speedtype and account number for each transaction, and consolidate transactions with the same speedtype/account/description to one line. Use descriptions that will remind you of the transaction, but make them brief.
- Calculate the totals for each cash receipt, and make sure that your tenders agree with your totals. **MAKE A COPY OF EACH CASH RECEIPT.** Submit the original AND copy to cashiering for processing. The copy will be returned as your receipt. Black out credit card numbers on your COPY.

Change Orders

DO ...

Call in your change order at least two hours before you pick it up. Only a limited number of staff can assist you with a change order, and they all have other job duties. If we can complete your change order before two hours, we will let you know.



DON ' T ...

Expect your change order to be available immediately. Student billing is our office's priority, so change orders will be completed as time becomes available.

Petty Cash Reimbursements

DO ...

BRING YOUR PHOTO ID and the original receipts. We will not process any petty cash reimbursements without these items. We will only reimburse \$100.00 per person, per day. Larger reimbursements must be submitted to the Procurement Service Center (PSC).



DON ' T ...

Put the cashiers in an awkward situation. No matter how long you have worked at UCCS, we still need to see your ID.

Expect to be reimbursed for travel other than mileage, gas, or parking that occurred in the same day.

Travel Voucher

DO ...

Bring travel vouchers for in-state, single-day travel ONLY (mileage, gas, & parking). If your travel lasted more than one day, or involves food or additional purchases, you must submit your travel voucher to the PSC.



DON ' T ...

Expect to be reimbursed for travel other than mileage, gas, or parking that occurred in the same day.



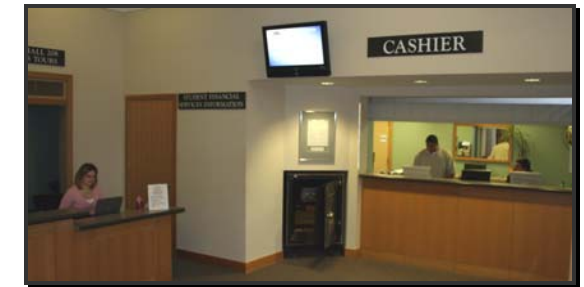
UNIVERSITY OF COLORADO
AT COLORADO SPRINGS

The

DOs AND DON'Ts

For Departmental Cashiering
Transactions

Courtesy of
Student Financial Services



If you have questions regarding your cashiering transactions, please contact the Bursar's Office at:

(719) 262-3391

Main Hall, 2nd Floor, Room 209
bursar@uccs.edu

You can download common cashiering forms (including the Cash Receipt, Travel Voucher, and Petty Cash Reimbursement forms) from the Student Financial Services website:
<http://www.uccs.edu/~bursar/>

Head Cashier:

Jesse Rochell – (719) 262-3403

Customer Service Manager:

Pamela Mead Krull – (719) 262-3273

When There's A Line



DO ...
Yield to students. If you have a lengthy or involved transaction, let the student go ahead of you. Often times, a student's transaction is fairly brief, and besides, if it weren't for them, we wouldn't be here.

DON'T ...
Come unprepared. If your documents are in order, then your transactions will take less time to process.

Make Copies of All Cash Receipts

DO ...
Bring TWO copies of each cash receipt. Our office will keep the original copy, and the extra copy will be validated and returned as your receipt. If you do not bring a copy, you will receive the receipt validation on a blank receipt.



DON'T ...
Expect us to provide copies of all of your documents. The cashiering area does not have a full-service copier.

Filling Out the Cash Receipt

DO ...
TAKE YOUR TIME. Make sure that your contact info is correct in the header, and that each transaction has the correct eight-digit speedtype and six-digit account numbers, along with a brief description.



DON'T ...
Rush through the cash receipt. An error on the cash receipt could cause your money to get misdirected, or cause a delay in its processing.

Handling Checks

DO ...
Double-check ALL checks before you submit them to us. Make sure every check has been endorsed on the back, the written amount matches the numerical amount, and the account holder has signed the front of the check.



DON'T ...
Submit a stack of checks without endorsing them. Also, don't submit checks that are incorrectly written or not signed.

Holding Checks

DO ...
Deposit all checks as soon as you receive them. This prevents checks from getting lost, I.D. theft, and reduces the number of bounced checks.



DON'T ...
Hold checks for any reason. If you are collecting checks for an ongoing event/project, you should establish a regular deposit schedule to reduce the number of checks that you must hold.

Handling Credit Cards

DO ...
Use all safety measures possible when accepting credit cards. Always attempt to submit credit card transactions directly to the cashier window. Make sure that you have a signature on file for each credit card transaction. Black out credit card numbers on your receipt copy.



DON'T ...
Jeopardize the account holder by neglecting safe practices when handling credit card numbers.

Using Public Safety Escorts

DO ...
Use an escort from Public Safety any time you will be transporting \$100.00 or more in cash to or from the cashier window. If less than \$100.00, an escort is optional. Request an escort from Public Safety at x3111.



DON'T ...
Walk on campus with a large sum of cash on you. Request a Public Safety escort for your protection.

Handling Cash

DO ...
Deposit cash as soon as you receive it. If you are holding cash, keep it locked, secure, and accounted for. When submitting cash in a deposit, double-count the cash and make sure the cash receipt has the correct total. Any discrepancies will be charged to your speedtype over/short account 552630.



DON'T ...
Send cash through campus mail, or hold University cash in your wallet/purse. Ultimately, you are responsible for the security and ethics involved in handling cash.

Using Campus Mail

DO ...
Use campus mail to submit your transactions paid by check or credit card. This allows our cashiers to complete them without rushing, and to double-check them before returning the receipts (don't forget the extra copy).



DON'T ...
Send cash through campus mail. When accepting cash, we ask that you drop it off at the cashier window.