

The

DOs AND DON'Ts

For Departmental Cashiering Transactions

Courtesy of UCCS
Student Financial Services/ Cashiering



STUDENT FINANCIAL SERVICES
Main Hall Building, 2nd Floor - Cashier
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918

Main Phone Line: 719-255-3391
Cashier Fax Line: 719-255-3393
Email: bursar@uccs.edu
www.uccs.edu/bursar

Monday – Friday
9AM to 5PM

WHEN THERE'S A LINE



DO...

Yield to students. If you have a lengthy or an involved transaction, let the students 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 slip.

DON'T ...

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

FILING 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 8-digit Speed Type and 6-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 of your checks before you submit them to us. Make sure that every check has been stamped (validated) on the back, that the written amount matches the numerical amount, and that the account holder has signed the front of the check.



DON'T...

Submit a stack of checks without stamping. 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, and drastically reduces the number of bounced checks. It is your option to make copies of the checks for your record.



DON'T...

Hold checks for a long period of time to reduce the number of deposits. 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.

EACH CHECK MUST BE ENDORSED/ STAMPED WITH THE FOLLOWING:

FOR DEPOSIT ONLY
REGENTS OF THE UNIVERSITY OF COLORADO
ORGANIZATIONAL UNIT NAME
CAMPUS BANK ACCOUNT NUMBER
SPEEDTYPE / ACCOUNT NUMBER

HANDLING CREDIT CARDS

DO...

Use all safety measures possible when accepting credit card numbers. 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 information by neglecting safe practices when handling credit card numbers. Don't store any credit card information in your office. Do not use inter-campus mail to send your deposits and cash receipt forms to the Cashier Office.

HANDLING CASH

DO...

Deposit cash as soon as you receive it. If you are holding cash, keep it locked, secured, and accounted for. When submitting cash in a deposit, double-count the cash and make sure the cash receipt has the correct total. The Approver on the Cash Receipt should verify the deposit before signing the Cash Receipt form. If the Cashier Office finds any discrepancies, the discrepancy amount will be charged to your over/short account.



DON'T...

Send cash through inter-campus mail, or hold University cash in your wallet/purse. Ultimately, you are responsible for the security and ethics involved in handling cash.

USING PUBLIC SAFETY

DO...



Contact the Public Safety Office if you have a deposit of more than \$100.00 at x3111. A police escort from Public Safety and Cashier personnel will pick up your deposit. You will need to call in before 12pm for same day pick up that afternoon.

DON'T...

Walk on campus with a large sum of cash on you.

USING INTER-CAMPUS MAIL

DO...

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



DON'T...

Send credit card numbers or cash through inter-campus mail. When using those tenders, we ask that you drop them off at the cashier window. We can then send the receipt copies (with sensitive numbers blacked out) back to you through inter-campus mail.

CHANGE ORDERS

DO...



Call in your change order one day ahead before your pick up before 12pm. We may need to place an order with the bank before we are able to make your change order.

DON'T...

Expect your change order to be available immediately. Make arrangement ahead of time

PETTY CASH REIMBURSEMENTS

DO...

BRING YOUR PHOTO ID, the original receipts with method of payment indicated, and completed Petty Cash Reimbursement Form. We will not process any petty cash reimbursements without these items. We will only reimburse up to \$100.00 per person, per day for student reimbursement. Employees should submit their reimbursements using the Concur and Travel Expense System.



DON'T...

Come to the Cashier unprepared and then ask to verify your information from someone via phone. We will not process your reimbursement with incomplete information or lack of supporting documents.

Download forms from:
www.uccs.edu/bursar

www.uccs.edu/bursar

>> [Bursar/Cashiering Office](#)

>> [Faculty/Staff Resources](#)

[Faculty/Staff Tuition Benefit Forms](#)

[Cash Receipt](#)

[Petty Cash Reimbursement](#)