

COMPLETING A CASH RECEIPT:

Download the new revised cash receipt here:

<http://www.uccs.edu/Documents/bursar/form-cr.xlsx>

1. **Organizational Unit Contact Information:**
Complete this section with your current information in case the Cashier Office needs to contact you regarding your transaction.
2. **Speed Type:** 8 digits
3. **Account Number:** 6 digits
4. **Description:** The description will appear on your student Financial Statements. It is limited to 30 characters.
5. **Reference:** This is only for your departmental use. The Cashier Office will not enter the information.
6. **Amount:** The amount that needs to be posted to the Speed Type/ Account number as indicated.
7. **D/C:** Indicate here if this a debit or a credit entry.
8. **Totals:**
 - a. **Currency:** Bills and Coins
 - b. **Checks:** Money Order, Personal Checks, and Cashier's Checks
Make sure that all checks are signed by the account-holder, the written amount matches the numerical amount, and the backs of them are validated.
 - c. **Credit Cards:** Visa, MasterCard, American Express, and Discover
 - d. **Wire:** If you receive a wire transfer – or the Cashier Office notified that you have a wire transfer
 - e. **Other:** Not commonly used.
 - f. ***Tender Total:** This is the sum of all currency, checks, credit cards, wire, and other.
 - g. ***CR Form Total:** This total sums up all of the numbers under **Amount**.
 - h. *** Tender Total and CR Form Total** should match.
9. **Organizational Unit Authorizing Signature:** the approver of the cash receipt. Approver certifies the information indicated on the Cash Receipt is true and funds are correct.

General Cash Control Guidelines:

- ✓ Assign a single individual, referred to as the custodian, to be responsible for cash.
- ✓ Ensure all cash receipt functions are properly authorized.
- ✓ Cash should be deposited on a daily basis.
- ✓ Do not retain full credit card information.
- ✓ Sufficient information should be obtained for each check accepted to facilitate the collection process should it become necessary due to insufficient funds or a closed account. At a minimum, this information would include name, address, phone number, and other identifying information, as appropriate.
- ✓ Itemize all of your transactions onto the Cash Receipt.
- ✓ Make sure that you have the correct Speed Type and account number for each transaction.
- ✓ Consolidate transactions with the same Speed Type/ Account / Description to one line.
- ✓ Use descriptions that will remind you of the transaction, but make them brief.
- ✓ Make sure your tenders agree with your totals.
- ✓ Do not forget to make a copy of your Cash Receipt (for Cashier copy and your copy).

For more information, you can review and access the procedures from the University of Colorado, Office of University Controller
Website: <http://www.cu.edu/controller>

[Fiscal Procedures](#)

[Accounting Handbook](#)

CASH RECEIPT EXAMPLE:



University of Colorado
 Boulder | Colorado Springs | Denver | Anschutz Medical Campus
Office of University Controller (OUC)

Effective Date: 01/01/2015

Cash Receipt (CR)

Purpose:
 Used to deposit cash (paper/coin currency, checks, credit card checks, traveler's checks, money orders, credit/debit card receipts, wire transfers) received by an organizational unit into an appropriate SpeedType.
 For additional guidance, see the Cash Control chapter of the Accounting Handbook.

Cashier Use Only

Organizational Unit Contact Information

Organizational Unit: Student Financial Services
 Campus Mailbox: Main Hall - Cashier Office
 Contact Person: You
 Campus Phone: Your contact phone number

Complete this section with your current contact information. If the Cashier Office needs to contact you regarding your transaction; we should be able to use this info to do so.

Deposit Information

Each of the following types of cash should be submitted on a separate CR form: credit cards (*Denver only: one CR form per credit card number*), advance deposits, foreign items.
 Lines with the same SpeedType and Account combination may be entered as a single line.
For Fund 30/31/34/35/36 SpeedTypes: Complete one CR form for paper/coin currency deposits, and a separate CR form for all other types of deposits.
 (Note: All Fund 34/36 deposits are processed to the gift clearing SpeedType unless other approval is obtained; note department gift fund in Remarks section.)

SpeedType	Account	Description	Reference	Amount	D/C
12345678	123456	Appears on Financial Statement	Optional for your use	\$100.00	Debit
12345678	123456	Appears on Financial Statement	Optional for your use	(\$100.00)	Credit
12345678	123456	Appears on Financial Statement	Optional for your use	\$200.00	Debit

8 digits

6 digits

This description will appear on your Financial Statement. It is limited to 30 characters.

This is optional for departmental use. It will not be entered by the Cashier.

Enter the amount to be posted to your SpeedType/Account Number.

Debit or Credit

Remarks	Totals
	Currency \$100.00 Checks \$100.00 Credit Cards \$0.00 Wire Other \$0.00 Tender Total * \$200.00
Tender Total and CR Form Total must balance.	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> CR Form Total * \$200.00 </div> <i>* These totals must agree.</i>

Approving Authority Certification & Signature

I certify that the information above is correct. If being deposited to a sponsored projects account (Fund 30/31 SpeedType) or gift account (Fund 34/35/36 SpeedType), I also certify that all deposits are appropriate for the SpeedType(s). I acknowledge that all required backup documentation is being maintained in organizational unit files, available for audit if necessary.

Approver certifies the above information is true and funds are correct.

Organizational Unit Authorizing Signature

Date

Routing Information

Retain all backup documentation (e.g., check copies, check stubs, bills, statements) in organizational unit files.

Never send cash through campus or U.S. mail. Hand-deliver completed form, copy of completed form, deposit, and calculator tape of all checks to the appropriate campus bursar's office. Cashier will verify the deposit and validate the receipts. (*For security reasons, cashier cannot leave the office to make copies of materials.*)

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 (*available from appropriate campus bursar's office*)
- SpeedType/Account #s (*use smaller font for this line of information so the bank does not mistake it for part of the Bank Account #*)

Boulder and Colorado Springs Only - For Funds 30/31: Always take paper/coin currency directly to the appropriate campus bursar's office. Deliver other cash items to the appropriate campus sponsored projects office. (*Boulder only: For Fund 30/31 invoice payments, send to ABS Department Administrator 579 UCB. For Fund 30/31 reimbursements, take to bursar's office.*)

Denver Only - For Funds 30/31/34/35/36: Always take paper/coin currency directly to the appropriate campus bursar's office after first contacting Office of Grants & Contracts. Deliver other cash items to Anschutz Medical Campus' Office of Grants & Contracts or Downtown Denver Campus' Finance office.