Section 06.05.01

PERMANENT WORKING FUND

Permanent Working Funds Request and Authorization

A request for a Permanent Working Fund requires the following be submitted to the AVP/Comptroller’s Office for consideration:

- Petty Cash Form detailing justification for need of fund (available on Business Office website)
- Completed Certification of Departmental Cash Procedures form (available on Accounting Services website)
- Certification of Custody of Working Funds and Statement of Responsibility Form (available on Accounting Services website)
- Proof of Background Check on file with Human Resources Office
- Proof of Cash Handling Training of working fund custodians
- Proof of Payment Card Industry (PCI) Data Security Standards training (available on TrainTraq) if credit cards will be accepted as a method of payment. (See section Credit Cards/Sanddollar Cards for more information on requirements.)

The person being issued the permanent working fund must be an employee of Texas A&M University-Corpus Christi and must be the person that picks up the money at the Business Office. A form of ID is required when picking up the permanent working fund. Students and/or student employees are not eligible to be working fund custodians.

Once approval has been obtained, the approved Petty Cash Form should be taken to the Business Operations Supervisor (BOS) or the Assistant Bursar (AB) in the Business Office where the BOS or AB will review and issue the approved amount to the person on the form. A picture ID and signature will be required to complete the transaction.

Documentation listed above, excluding the petty cash form, that is used to initiate a Permanent Working Fund must be reviewed, verified, updated, and re-signed annually. The AVP/Comptroller’s Office will initiate review in early spring by sending out a request for updated documentation.

When no longer needed, contact Accounting Services Department for the proper account number to deposit the working fund into. Once deposit has been made, a copy of the receipt must be returned to the AVP/Comptroller’s Office in order to clear the Permanent Working Fund.
Department With A Working Fund

Texas A&M University - Corpus Christi
Certification of Departmental Cash Handling Procedures
(Department With a Working Fund)

Department

Department Head

Business Manag/Coordinator

CUSTODY OF CASH

Primary Custodian of Cash Funds

Secondary Custodian of Cash Funds

Adequate and proper facilities (vault, locked cash drawer, etc.) are provided for securing funds.

☐ YES  ☐ NO

Describe facilities used for securing cash funds

Describe procedures in place for securing cash

When custody of cash is transferred from one individual to another, cash is counted in the presence of both parties and the amount is recorded on a change of custody form or log and signed by the person accepting custody of the cash.

☐ YES  ☐ NO

RECEIPTS

Check off which type of receiving process you use

☐ Cash receipts through general receipt book issued by Bursar’s Office
  (List beginning receipt #)

☐ Cash Register

☐ Pre-numbered tickets

☐ Other: specify (must have approval by EVPFA)

Describe the receiving process followed by your department
TAMUCC General Receipt Books - only

All fields in your department’s TAMUCC General receipt book are being filled out when receipts are written.

☐ YES  ☐ NO  ☐ N/A we do not use

If you answered no to the above, do you have written approval from the Comptroller’s Office to leave a specific field blank? If Yes, attach a copy of approval.

☐ YES  ☐ NO  ☐ N/A we do not use general receipt books

All receipt numbers are accounted for including voided receipts.

☐ YES  ☐ NO

Cash Registers - only

Daily reports are prepared to compare collections with register readings, identify overages and shortages, and document remittance of funds.

☐ YES  ☐ NO  ☐ N/A we do not use cash registers

TRANSMITTAL OF DEPOSITS TO BUSINESS OFFICE

Describe procedure of transmitting deposits to Business Office

Checks are endorsed “For Deposit Only” immediately upon receipt.

☐ YES  ☐ NO

All fees and other charges collected, proceeds of cash sales, and proceeds from other sources are deposited daily to the Business Office.

☐ YES  ☐ NO

Each person transporting cash funds in excess of $2,500 (excluding restrictively endorsed checks) between offices or between an office and the Business Office is accompanied by a University Police Officer.

☐ YES  ☐ NO

The department does not use the working fund as a petty cash drawer. The funds collected are not used for any other purpose than to deposit to the Business Office.

☐ YES  ☐ NO
## Accounting Services Handbook

### Permanent Working Fund

<table>
<thead>
<tr>
<th>ACCESS TO CASH</th>
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</thead>
<tbody>
<tr>
<td>Identify all positions with access to cash.</td>
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<table>
<thead>
<tr>
<th>ADEQUATE SEGREGATION OF DUTIES</th>
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<tbody>
<tr>
<td>Identify the position responsible for Collecting Funds.</td>
</tr>
<tr>
<td>Identify the position responsible for Verifying Funds.</td>
</tr>
<tr>
<td>Identify the position responsible for Depositing Funds.</td>
</tr>
<tr>
<td>Identify the position responsible for Reconciling Accounts.</td>
</tr>
</tbody>
</table>

| Describe details outlining your department's segregation of duties. |

### Verification of Criminal Background Checks

- [ ] Background Checks completed and on file in Human Resources for all employees handling cash

### Verification of Required Training

- All Employees handling Cash have been trained on departmental cash handling policies and procedures.
  - [ ] Yes
  - [ ] No

- All Employees handling Cash have completed TAMUCC Cash Handling Training (TrainTraq Course No. 2111485) within the past 12 months.
  - [ ] Yes
  - [ ] No

- All Employees handling Credit Cards have completed TAMUS PCI Training.
  - [ ] Yes
  - [ ] No
  - [ ] N/A we do not accept credit cards

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9/6/2016
Position Descriptions have been reviewed and updated to include cash handling as a duty for employees handling cash at least 5% of their time

☐ YES  ☐ NO

OTHER PROCEDURES/COMMENTS

Certification Statement:

I understand that as the chair or head of a department, office, or laboratory that accepts cash or checks for any purpose, I am responsible for ensuring that proper procedures for handling and accounting for cash are followed, and that cash handling requires special control measures that must be monitored continuously by supervisory personnel to detect any weaknesses. I have reviewed my department’s detailed cash handling procedures and certify to the best of my knowledge and belief, that they comply with System Policies 21.01.02 Receipt, Custody, and Deposit of Revenues and 21.01.11 Working Funds.

Department Head Approval

Date

Page 4 of 4
9/30/2016
Certification of Custody of Working Funds and Statement of Responsibility Form

I, ____________________________ hereby certify that I have in custody $__________. I also certify that I have received and read a copy of the University Procedures on Custody of Cash & Cash Handling. I understand that if I violate this policy, I may be subject to disciplinary action and the Department may lose working fund benefits.

Department

Cash Custodian Signature ____________________________ Date ____________________________