

## Cash Handling Reminders

### Receipt Books

Incoming checks and currency must be recorded on a TAMUCC pre-printed, numerically controlled (multiple copies) receipt for each transaction. The only exception to this would be in the case where pre-numbered tickets are sold.

An approved TAMUCC receipt book must be obtained from the Business Office when monies are to be received on behalf of the University and no cash register will be used. If using a cash register, no receipt book is required. Use [Temporary Working Fund/Receipt Book Request Form](#) to request a receipt book. Only individuals authorized by the Comptroller's Office will be issued a receipt book. A picture ID will be required when picking up the receipt book from the Business Office. Receipt Books must be returned to the Business Office after each event or before another book may be issued.

### Payment by Check in Person

Checks should have the customer/student information pre-printed on the face of the check.

- Starter/blank checks may not be accepted without approval by the Cash Operations Manager. Proper identification (Driver's License or Sanddollar Card) or affiliation to TAMUCC must be presented and name, address and phone number will be noted on the face of the check before being approved by a Cash Operations Manager.
- The payer's telephone number(s) should be written on the face of the check.
- Payer must show some form of photo ID, such as Sanddollar Card, Driver's License or state photo ID. The Driver's license number or State ID information should be written on the face of check. If a Sanddollar Card is presented, ask for a UIN number (faculty or staff) or Student ID number and write on the face of the check.

### Payment by Check by Mail

Checks received through the mail must be logged in at the time the mail is opened and processed. An incoming check log must at a minimum include the date the check was received, the check number, the maker of the check, the check amount, and the signature of the person opening the mail, the General Receipt number from their receipt book, and Business Office issued receipt number once deposited. An excel version of an [Incoming Check Log](#) is available on the Accounting Services Website in Online Forms.

### Endorsement of Checks

All checks are to be restrictively endorsed to the University **immediately** upon receipt. This protects the check if lost or stolen.

The endorsement must at a minimum include the following:

For Deposit Only  
Texas A&M University-Corpus Christi

The following information is also helpful in case the check is returned:

Department Name  
FAMIS Acct #

**Criminal Background Checks**

All employees responsible for handling cash must undergo a criminal background check. Department heads are required to verify that this requirement has been met of all employees within their department performing cash handling duties.

**Safekeeping of Funds**

All forms of Cash (currency, checks, money orders, negotiable instruments and debit/credit card transactions) should be physically protected through the use of vaults, locked cash drawers, cash registers, cashiers cages, locked metal boxes, etc. It is the responsibility of each department to make whatever provisions are necessary to properly safeguard the cash receipts in their area.

**Frequency of Deposits**

Daily deposits are required when monies collected are more than \$200. Each department or unit, which collects nominal amounts of local income, is exempt from this daily deposit requirement, but must make deposits whenever the amount on hand reaches \$200 and at least once every three business days regardless of the amount.

For a detailed discussion on these or any other cash handling items, please visit the [TAMUCC Cash Handling Manual](#) on the Comptroller's Office website.

Thanks!  
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