

MEMORANDUM

TO: Animal and Food Sciences Faculty and Staff

FROM: Richard Coffey
Chair, Animal and Food Sciences



DATE: September 27, 2017

RE: Policy/Procedures for Handling Checks and Cash

The following procedures are to be used for checks and cash received by department faculty and staff.

1. Checks received via mail will be stamped and logged in the shared *Check Log* Excel file by the Staff Support Associate receiving the mail. Once logged, the SSA will submit the check to the Senior Administrative Services Assistant (room 908) for processing. If the Senior Administrative Services Assistant is out of the office, the check is to be locked in the safe and an email notification sent to the Senior Administrative Services Assistant to process the check upon return.
2. Checks received by farms/faculty/other personnel are to be delivered to one of the Staff Support Associates (located in the 9th floor reception area) where they will be stamped and a receipt given to the person turning in the checks. Two-ply receipts will be used so both parties have a copy. The Staff Support Associate then logs the check in the shared *Check Log* Excel file and submits the check to the Senior Administrative Services Assistant for processing. If the Senior Administrative Services Assistant is out of the office, the check is to be locked in the safe and an email notification sent to the Senior Administrative Services Assistant to process the check upon return.

NOTE: In the event one of the Staff Support Associates is not available to receive checks, these are to be taken to the Administrative Assistant (room 910) or the Business Officer (room 909) to be stamped and to receive a receipt.

3. Payment by cash is discouraged; however, in the event cash is received, it is to be delivered to one of the Staff Support Associates where it will be counted in the presence of the individual turning it in and a receipt given as outlined above in 2. The Staff Support Associate then logs the cash in the shared *Check Log* Excel file and submits the cash to the Senior Administrative Services Assistant for processing. If the Senior Administrative Services Assistant is out of the office, the cash is to be locked in the safe and an email notification sent to the Senior Administrative Services Assistant to process the cash upon return.

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4. Check/cash transmittals will be processed the same day if received early enough to allow processing, next day for late submissions, but no less than weekly (for small amounts). Checks/cash will be locked in the safe when held overnight.
5. Transmittals are processed by the Senior Administrative Services Assistant and signed by the Business Officer. If the Business Officer is unavailable, the Department Chair, Department Associate Chair, or the designated senior faculty member with signature authority will sign transmittals. In the absence of the Senior Administrative Services Assistant being out for greater than five business days, the Administrative Assistant will process checks/cash weekly.
6. Check/cash transmittals are to be reconciled no less than monthly (typically the first week of the following month) by the Administrative Assistant. These may be reconciled more often, especially at fiscal year-end.
7. Original copies of the transmittal are held in a notebook/file with the Senior Administrative Services Assistant. Copies of Animal and Service Unit transmittals are filed with the Business Officer for animal and product inventory purposes. Original transmittals are kept for no less than three years (fiscal year schedule) as per the Records Retention policy U0240.
8. Scanned copies of all gift transmittals are emailed to UK Gifts (giftstouk@uky.edu) and TaNeshia Bridges (taneshia.bridges@uky.edu) in the Office of Philanthropy and Alumni.