

Animal and Food Sciences Check/Cash Handling Procedures

Roles

Log cash and checks as received:

Primary: Shawna Banks

Backup: Stefanie Purcell, M. Satterly, AP Myers-Wilson, C Decker

Create cash/check transmittals:

Primary: Stefanie Purcell

Backup: AP Myers-Wilson, Shawna Banks

Receiving Checks

Checks received through the mail will be endorsement stamped, logged by Shawna Banks (or backup)*, logged in the shared check log file, and submitted to Stefani Purcell or backup for processing.

Hand-delivered checks will be acknowledged by a receipt provided to the person turning in the funds; two-part receipts are used so that both parties have a copy. Once received by the AFS Business Office, checks will be endorsement stamped, logged by Shawna Banks (or backup)* in the shared check log file, and submitted to Stefani Purcell or backup for processing.

In either instance, checks must have a current date and be made payable to the **University of Kentucky** for only the amount due. They must include the name, address, and a contact phone for the person writing the check. Additionally, all associated documentation must accompany check (billing, agreements, receipts provided to payer, list of participants if for class, etc)

Receiving Cash

It is always preferable if animal sales and other receivable items are paid by check. Because that is not always possible, if cash is received by an AFS employee, they must provide a numbered, dated, receipt to the person paying by cash (please contact Stefani Purcell for receipt books). The AFS employee who receives the cash must hand-carry the cash and their receipt to the AFS business office. Upon arrival, it will be recounted (out of public eye but in the presence of the individual turning it in) by the business office recipient. A receipt will be provided to the person who's hand-carried the cash as outlined above. All other procedures apply regardless of whether funds are received as check or cash.

NOTE: Cash must **never** be sent by either U.S. Mail or campus mail. It **must** be hand-carried in an inconspicuous manner (i.e. concealed in a bag or backpack). If an AFS employee receives cash before 1:00 pm on a business day, it must be taken to the AFS business office the same day it is received. If received after 1:00 pm or over the weekend, it must be stored securely (in a locked desk drawer or other lockable, anchored storage location). The key must remain with the employee who received the cash (including being removed from the office with them overnight) until the cash and receipt are hand-carried to the business office.

Cash/Check Transmittals

Checks or cash transmittals will be submitted in accordance with the timelines provided by University Financial Services and the University's Business Procedures Manual. Checks/cash will be locked in the business office safe when held overnight.

- Transmittals are created by Stefani Purcell and approved by AP Myers-Wilson. In AP Myers-Wilson absence, Dr. Radcliffe or Shawna Banks (or designated senior faculty member with signature authority) may approve.
- We have a safe with dual-locking devices. Keys are held by the AP Myers-Wilson (business officer) and Shawna Banks.
- If Stefani Purcell is absent, AP Myers-Wilson will coordinate check transmittals. If both are absent, funds must be held in a secure, locked location and processed as outlined above upon return of either of them.

A review of department copies of transmittals will be conducted at least every two weeks to ensure the deposit has posted to ensure the account and general ledger code of the posted transaction corresponds with the submitted transmittal. Original copies of the transmittal will be reconciled as a part of monthly account reconciliations and will follow the University of Kentucky's retention policies.

For specific details about receiving payments by credit card (UK's WorldPay program), imprest (petty) cash accounts, and gift cards, please speak to AP Myers-Wilson. In general, at least 30 days may be required to complete and have additional documentation approved within University Financial Services.

* Please see department's Business Office Responsibilities list for clarification