CASH RECEIPTS HANDLING

Departments around the University collect payments for many different reasons. It is important that the cash, checks and credit card payments be properly controlled and deposited with the Bursar. It is also an NKU Administrative Regulation (AR-II-3.0-2 Cash Collection Policy).

According to the Cash Collection Policy:

1. All monies collected on behalf of the University shall be deposited with the Bursar.
2. Funds in excess of $250 must be deposited within 24 hours of receipt. Deposits less than that amount must be deposited at least weekly.
3. All monies collected must be properly secured.
4. All funds collected shall be appropriately receipted.

This policy further states that no other person is authorized to officially receive or accept payments due the University unless and until they have been so authorized by the Bursar in writing and approved by the Vice President for Administration and Finance.

RECOMMENDED CONTROLS FOR CASH HANDLING

- Receipts, including cash and checks, should be stored in a secure location until deposited. Desk or file drawers even when locked are not secure. A small safe is a good idea for departments that collect money frequently.
- Receipts should NEVER be left unattended on desks or in a public area.
- Pre-numbered receipts should be given to every paying customer and the numeric sequence should be monitored to ensure all payments were deposited. Missing receipts should be investigated.
- Checks should be endorsed “For Deposit Only Northern Kentucky University” immediately upon receipt.
- Responsibilities should be segregated so that one employee is not responsible for collecting, recording and depositing payments. A supervisor should monitor the process to ensure all funds received are deposited.
- Deposits should be tracked in the SAP system to verify that they were properly recorded.
- Supervisors should periodically review cash handling procedures in their area to ensure all payments received are properly handled.
For the cardholder using the Procurement card provides quicker turnaround time on purchase, has widespread acceptance and reduces paperwork processing. The procurement card concept is designed to delegate the authority and capability to purchase low-dollar items directly. However with this privilege comes responsibility.

- The cardholder is responsible for retaining all original credit card receipts, cash register receipts, packing slips, etc.

- The cardholder is responsible for reconciling all charges and distributing these charges to the appropriate account each month.

**Abuse/Misuse**- Abuse of the Procurement card will result in revocation of the card. Procurement Services, the Office of the Comptroller, and/or the Office of Internal Audit will perform random audits on various accounts for compliance. No personal expenses are to be charged to the Procurement Card. The budget unit administrator will be notified of any improper purchases made by a cardholder and upon the second notice of misuse by the cardholder, the card will be revoked immediately.

- **Meal Purchases (On Campus)** Should be limited to official functions only. Chartwells is our on-campus food provider.

- **Meal Purchases (Off Campus)** The ONLY off campus meals the card may be used for include:
  1. Meals for job candidates (one university host and the candidate) or
  2. Meals for organized student functions or traveling students or
  3. Meals authorized by Grants

- **Procurement Card/IRS Meals and Entertainment Form** is required for all meals and should be kept with your Procurement Card records. This form can be found at [http://access.nku.edu/purchasing/procard/forms/meals_entertainment.pdf](http://access.nku.edu/purchasing/procard/forms/meals_entertainment.pdf)

- Cardholders are ultimately responsible for each transaction made with their procurement card even if they weren’t the individual making the purchase. Supervisors should monitor procurement card expenditures for cardholders that report to them.

- Payments must not be split coded to avoid the $1,000 per-purchase limit.

- NKU is exempt from payment of Kentucky sales tax. Most states recognize the University’s tax exempt status for items to be delivered to the University however use of the card in person, out of state, may result in non-acceptance.

- The department and the cardholder may be asked to answer questions pertaining to any purchase. These questions could come from audits performed by Procurement Services, Accounts Payable or Internal Audit. The transaction receipts and other documentation must be available to help answer questions. University policy must always be followed even when the procurement card is used for an externally funded grant.

**FAILURE TO FOLLOW THESE RULES COULD RESULT IN THE LOSS OF PROCUREMENT CARD PRIVILEGES.**

- Procurement Services has a website that lists the rules and policies for using the procurement card. This includes the **Do’s and Don’ts** and provides other important information and contacts. Their website can be found at [http://access.nku.edu/purchasing/procard/](http://access.nku.edu/purchasing/procard/). Procurement Services also offers training sessions for new and current cardholders. They can be reached at 572-5265.