



I. 6.4.2 Cash Receipts/Deposits

Chapter 6 - Fiscal	Original Effective Date: May 2000
Section: 6.4 Bursar	Date Last Reviewed: August 2021
Responsible Entity: Assistant Vice President for Business Affairs	Date Last Revised: August 2021

II. Purpose

To establish policy and procedures for the collection and deposit of any monies received by individuals or departments at UT Health San Antonio.

III. Scope

This policy applies to all UT Health San Antonio (University) administration, faculty, staff, students, organizations and individuals who handle monies or accept payment in any form on behalf of the University at all campuses and all locations at which University business is conducted. This policy applies to all funds collected by the University.

IV. Policy

A. Procedures

The instrument used to record the deposit of any monies received by individuals or department of the institution to its various accounts is the [Cash Receipt Deposit Voucher \(CRV\)](#). For purposes of this section, “monies” is defined as cash, checks, credit card receipts and money orders. UT Health receives monies for various purposes:

1. Tuition and fees received from both UT Health students and from participants in continuing education programs.
2. Grant and contract payments and other restricted funds. These funds, if not paid directly to Accounting or the Office of Sponsored Programs (OSP), should be submitted to OSP for processing. The associated fund groups are 41002-44999, 48001-48002, and 48005-48901. (excluding 48500-48599).
3. Gift funds received from donors, fundraising campaigns, etc. These funds should be submitted to the Office of Development for deposit to fund groups 48001, 48003-48004, and 48500-48599.
4. Patient care payments.

6.4.2 Cash Receipts/Deposits

5. Sales of goods and services generated by clinical departments, service departments, and auxiliary enterprises.
6. Reimbursements of prior expenditures incurred by the institution. These are to be deposited back to the project from which the expenditure was made using the same account code.
7. Other payments include such deposits as parking and library, agency funds deposits, and student loan repayments.

B. Collecting and Depositing Monies

Procedures for collecting and handling funds should include, but not be limited to, complete documentation and audit trails, cashier training, random audits, sequential receipting, balancing and timely deposit.

Additional guidance for handling an institutional petty cash fund can be found in the Institutional Handbook of Operating Policies (IHOP), Policy [6.4.3 Petty Cash Fund](#).

All deposits totaling over \$200 must be made or prepared for deposit within one business day. Deposits less than \$200 should be made within three business days. Departments or locations that do not collect monies each day or whose deposit is not cost efficient for daily deposit must make deposits at least twice weekly. Checks requiring additional research or internal handling may be photocopied by the department without delay of the deposit of funds.

The inter-campus mail does not offer appropriate security for the mailing of monies. All deposits should be transported to the Cashiers' Window in a concealed, secure manner. If a large sum of cash is to be transported to the Cashier's Window, an escort should be requested from University Police. Departments not located on the Long Campus should use secured transportation such as an armored car service. Exceptions to this policy must be made by the Vice President and Chief Financial Officer or their designee.

1. The CRV is to be used when making deposits. Please ensure the following:
 - a. The project ID and account code to which monies are being deposited are included on the CRV.
 - b. The total of all monies to be deposited has automatically populated on the 'Bursar Deposit Amount' line in the upper right-hand corner of the form.
 - c. The source and/or purpose for which the monies were received, as well as any supporting documents such as, credit card receipts are included.
 - d. A summary of all checks that are deposited is included.
 - e. Checks are properly endorsed, and the endorsement stamp includes department name and department ID.
 - f. Loose coins are rolled; with the department name, individual's name, and telephone extension written on each roll. Coin rolls are available at the Cashier's Window.

6.4.2 Cash Receipts/Deposits

- g. Credit card numbers are not displayed on any supporting documentation submitted for deposit.
- h. Two printed copies of the completed voucher are included for submission to the Cashiers' Window for deposit.

For all monies received, the CRV and copy will be stamped by the Office of the Bursar Staff with a sequential number based on the date when received. The CRV copy serves as documented evidence of the deposit and are to be kept by the department as support of the transaction. It is recommended that the department retain copies of all supporting documentation with their copy of the CRV.

V. Definitions

When used in this document, the following words have the meaning set forth below unless a different meaning is required by context.

Cash Receipts Voucher (CRV) - a summary of all cash received for a particular deposit. The reference number assigned to each CRV represents the month, day, and year. For example, all receipts issued on the first of February would be summarized into CRV02-0110; (02) identified the month of February, (01) identifies the date, (10) identifies the year.

CRV deposits are posted to the individual departmental ledgers in the following format: "CRVMM-DDYY".

VI. Related References

Office of the Bursar, <https://uthscsa.edu/business/bursar/>

*See the Office of the Bursar's webpage for frequently asked questions concerning deposits: https://uthscsa.edu/business/bursar/faculty_faq.html

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
05/2000	Policy Origination		
05/2016	Policy Revision		
08/2021	Policy Revision		