Cash Receipts Checklist

Taking Cash

☐ Units who receive cash have prior authorization to receive it.

☐ All funds received are documented on a pre-numbered cash receipt form or in a cash register.

☐ Receipts are not used to pay bills or expenses of any kind.

☐ Unit procedures prohibit check cashing (unless specifically exempted, such as main cashier).

☐ Certain information, as defined by management, is obtained before a check is accepted.

☐ Voided transactions are approved, before completing the transaction, by someone other than the person receiving the funds.

☐ Cash refunding and cash receiving duties are separated and refunds are independently authorized.

☐ Checks are restrictively endorsed (by putting a “For Deposit Only, Weber State University” stamp on the back of the check) upon receipt.

Preparing Deposits

☐ Receipts and cash are reconciled daily, and deposits are submitted with three working days, or sooner if receipts exceed __?__.

☐ Cash shortages are reported to supervisor and when necessary Campus Police.

☐ Unit retains a copy of the deposit and compares it with the Main Cashier receipt.

☐ Accounting reports are reconciled monthly to copies of deposits.

☐ Deposits are reconciled daily to sales.

☐ Locked transfer bags are used to transport deposits to the cashier.
Security of Cash

☐ Each cash fund is accessible to only one person.

☐ Cash funds are kept locked except when authorized custodian is using it.

☐ Cash receiving and accounting duties are separated.

☐ Knowledge of safe combinations should be restricted, and combinations should be changed often, especially when turnover occurs.