

Plant & Soil Science Check/Cash Handling Procedures

Log cash and checks as received:

Audrey Sparks, Maggie Maynard, or Abbie Cain

Create cash/check transmittals:

Vicki Pendleton

Approve cash/check transmittals:

Lauren McMahan

Receiving Checks

Checks will be mailed directly to 105 PSB (front office) and opened by Audrey, Maggie, or Abbie. Once opened, they will be endorsement stamped, logged by the front office recipient in the shared check log file, and stored in the front office safe. Vicki will retrieve the checks from the safe and document their removal on the electronic check log. Vicki will send a listserv email to solicit remittance advice (appropriate account number). No checks will be placed in faculty mailboxes.

Hand-delivered checks must be submitted to the front office the same day they are received. Checks cannot be held in an unsecured manner overnight. Checks will be acknowledged by a receipt provided to the person turning in the funds. Three-part receipts are used with the top copy going to the person delivering the check, the middle copy included with the check, and the bottom copy staying in the receipt book. The PSS front office receipt book will be kept in a central location and will include a signature of the person delivering the check and the person receiving the check. Once received, checks will be endorsement stamped, logged by front office staff in the shared check log file, and stored in the front office safe same as above.

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. The appropriate account number must be included and legible. If the check is to be deposited in a gift account, a gift letter on company letterhead must be included.

Receiving Cash

If cash is received by a PSS employee, they must provide a numbered, dated receipt to the person paying by cash. The PSS employee who receives the cash must hand-carry the cash and their receipt to the PSS Room 105. Upon arrival, it will be recounted (out of public eye but in the presence of the individual turning it in) by the front office recipient. Three-part receipts are used with the top copy going to the person delivering the cash, the middle copy included with the cash, and the bottom copy staying in the receipt book. Cash will be logged, placed in the safe, and retrieved by Vicki for processing, in the same manner as with receiving checks.

NOTE: Cash and checks must never be sent by either U.S. Mail or campus mail by a PSS employee. They must be hand-carried in an inconspicuous manner (i.e. concealed in a bag or backpack). If a PSS employee receives cash before 1:00 pm on a business day, it must be taken to the PSS 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 Vicki Pendleton and approved by Lauren McMahan. In Lauren's absence, Abbie Cain or Dr. McCulley (or designated senior faculty member with signature authority) may approve.

We have a safe with dual-locking devices. Keys are held by Lauren McMahan and Vicki Pendleton; the combination has been given to Audrey Sparks, Abbie Cain and Maggie Maynard. If Vicki Pendleton is absent, Lauren McMahan 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 and to ensure the account and general ledger code of the posted transaction corresponds with the submitted transmittal. Vicki will send an email to the account holder to confirm the deposit/acceptance of the check to their account. 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 Lauren McMahan. In general, at least 30 days may be required to complete and have additional documentation approved within University Financial Services.