

Plant & Soil Science Check/Cash Handling Procedures

Log cash and checks as received:
Front and Business Office

Create cash/check transmittals:
Purchasing Admin

Approve cash/check transmittals:
Business Officer

Receiving Checks

Checks will be mailed directly to 105 PSB (front office) or 320 (business office) and opened by front or business office. Once opened, they will be logged by the recipient in the shared check log file, and stored in the front office safe. Purchasing Admin will retrieve the checks from the safe and document their removal on the electronic check log. No checks will be placed in faculty mailboxes. If information was not included in mail, the business office will inquire for account deposit information.

Hand-delivered checks should be submitted to the front or business office the same day they are received. Checks cannot be held in an unsecured manner overnight. Once received, checks will be 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 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 or 320. Upon arrival, it will be recounted (out of public eye but in the presence of the individual turning it in) by the 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 Purchasing Admin 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 office safe when held overnight. Transmittals are created by the Purchasing Admin and approved by the Business Officer.

We have a safe with dual-locking devices. Keys are held by the business office; the combination has been given to the front office. If the Purchasing Admin is absent, the Business Officer 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. 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 the Business Officer. In general, at least 30 days may be required to complete and have additional documentation approved within University Financial Services.