# Standard Operating Procedure

## Purpose

Safeguarding the assets of the University and the College of Engineering is part of everyone’s job. To avoid the appearance of impropriety, and to guard against untoward events, a cash handling policy has been issued by the bursar’s office.

## Introduction

Cash handling includes any funds received by a College employee on behalf of the University, whether it is coin, currency, checks, money orders or traveler’s checks. All College of Engineering Faculty and Staff with cash handling responsibility should periodically review the University of Nebraska-Lincoln Cash handling procedure to confirm compliance.

## Procedure

1. Once money has been collected in your department, you must fill out the COE Cash Receipt Log. Send the COE Cash receipt log, along with the currency collected and the yellow copy from the receipt book to the Business office. The pink receipt from the receipt book should be sent down to the Cash Handling reconciler located in the Dean’s office in Othmer 114. (Currently Toni Howard)
2. All funds collected by departments as deposits or for sales of goods and services must be recorded on a pre-numbered receipt forms immediately upon receipt. Receipt books are to be maintained in a secure location. Receipt books are distributed through the Dean’s office and a log of that distribution will be maintained by the Assistant Dean of Fiscal Affairs.
3. All funds collected must be secured in a lockable drawer or cabinet out of public view with limited access at all times.
4. All funds collected must be hand delivered to the Fiscal services department, located in 254 WSEC before close of business on the day received. Funds are not to be sent through interoffice mail.
5. All checks must be made payable to the University of Nebraska-Lincoln and should be accepted for the exact amount.
6. Post-dated or two party checks are not accepted.
7. All checks must be payable through a US Bank in US Dollars. Contact the Director of Fiscal Services, COE with any questions about receiving international payments.
8. Any faculty/staff member who routinely handles cash must take at least five (5) consecutive business days of vacation annually, during which time another individual performs his/her duties.
9. Failure to adhere to this procedure may result in corrective action up to and including termination.



