

Policy: COP Cash Handling	Subject: Cash handling
Effective Date: 8/1/18	Page Number: 1
Approved Date: 8/1/18 Revision Date:	Approved by: Pharmacy Administrative Council
<p>1. Rationale or background for policy:</p> <ul style="list-style-type: none"> To establish guidance to faculty in receipt and handling of all forms of money, i.e., checks, cash, change. <p>2. Policy statement: To ensure compliance with the University cash handling policy, all College of Pharmacy faculty and staff shall comply with this policy regarding cash handling.</p> <p>3. Procedures:</p> <ul style="list-style-type: none"> Money received for donations, etc. should be turned in to the business office, along with any accompanying documents, the <i>same day</i> as receiving the payment. <ul style="list-style-type: none"> Payments for registrations will be held and deposited once a week if multiple registrants are expected. Checks for program registration can be mailed to ULM College of Pharmacy, Attn: Brittany Coleman. A copy of the check and registration form will be provided to the program coordinator. All checks should be made payable to “The University of Louisiana at Monroe” or “ULM”. If checks are to be deposited to the Foundation they need to be made payable to “ULM Foundation”. The Business office will make copies of checks, deposit tickets and any other documents. Payments are to be deposited at La Cap Federal Credit Union within 24 hours of receipt in Business Office. All deposits are verified within Banner. Receipts and copies of deposits are kept in account file in College Business Office. 	