

**ADMINISTRATIVE PROCEDURES**

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| **20.02 Cash Receipts**  | **Revised: February 16, 2024** |

1. GOVERNING REGULATIONS

The procedure is governed by A&M System Regulation [21.01.02](http://policies.tamus.edu/21-01-02.pdf) *Receipt, Custody and Deposit of Revenues*.

2. GENERAL

2.1 This procedure is followed by all Texas A&M Forest Service personnel who handle cash receipts.

2.2 “Cash,” in this procedure, refers to currency, coin, checks, money orders or other tangible equivalent.

2.3 If a unit needs to vary from the standard procedure, the unit head may request alternative procedures in writing to the Budgets and Accounting Department Head. The Budgets and Accounting Department Head will review the requests with the Associate Director for Finance and Administration for final approval. The Budgets and Accounting Department Head will maintain a file of approved alternate cash receipt procedures.

1. RECEIVING OFFICE PROCEDURES

3.1 Each employee who first receives a payment by mail or in person must enter the pertinent information on the [Daily Cash Receipt Log](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Daily%20Cash%20Receipt%20Log.xlsx). A copy of the log is submitted with each deposit packet.

3.2 For each payment received in person, receiving office personnel must prepare a Receipt for Cash Sales. If the payment is for an outstanding accounts receivable invoice, write the invoice number on the Receipt for Cash Sales and leave the account number blank. See section 7 Receipt for Cash Sales Form.

3.3 For each payment received by mail, receiving office personnel must prepare a Receipt for Cash Sales, unless the payment is for a Texas A&M Forest Service invoice. If a payment is for an invoice, the remittance copy of the invoice is used and a Receipt for Cash Sales is not required. See section 7 Receipt for Cash Sales Form.

3.4 The receiving office must deposit its collections with the Budgets and Accounting Department daily. See section 8 Preparation of Deposit Packet.

4. BUDGETS AND ACCOUNTING DEPARTMENT PROCEDURES

The Budgets and Accounting Department functions in two roles in the processing of cash receipts: (1) an operating department, and (2) the agency-wide bank deposit handler.

4.1 Accounts receivable personnel follow Receiving Office Procedures (section 3) for invoice payments and other payments received directly in the Budgets and Accounting Department.

4.2 Upon receipt of a deposit packet, accounts receivable personnel verify its completeness and deposit the funds at the approved depository bank on the next available banking day.

4.3 Accounts receivable personnel prepare a Bank Deposit Summary and related supporting documentation, based upon the posting information provided from the Receipt for Cash Sales or invoice. To facilitate FAMIS data entry, a separate Bank Deposit Summary is prepared for invoice payments and miscellaneous payments.

4.4 Accounts receivable personnel enter the Bank Deposit Summary information into FAMIS.

4.5 Accounts receivable personnel confirm the deposit against next-day bank reports.

5. CREDIT CARD PROCESSING

Several major agency programs accept credit card payments for sales and services. These programs include the West Texas Nursery, the fire training academies and selected conferences and workshops. Each program has unique processing requirements. Therefore, separate instructions are provided to the receiving office personnel responsible for credit card processing for each program in accordance with section 2.3.

6. COMPLIANCE

Accounts receivable personnel review all deposit packets to confirm compliance with the State law requirement that all funds be deposited within seven days from the original received date. An employee who submits deposit packets containing cash receipts that are not in compliance is notified immediately, and any response from the employee is documented. Subsequent instances of non-compliance are reported to the responsible employee’s supervisor or department head and the Associate Director for Finance and Administration for further action.

7. RECEIPT FOR CASH SALES FORM

7.1 The Receipt for Cash Sales is a controlled form that must be stored in a secured area of the office. These forms, usually issued in bound pads, are available through the accounts receivable office of the Budgets and Accounting Department. The forms are four-part with one copy issued to the customer, one to accounts receivable and two retained by the receipt preparer. The receipt pads are issued to a specific office and may not be sent to another office without approval by the Budgets and Accounting Department. The receipts are pre-numbered and should be used in sequence. Return completed cash receipt books to Budgets and Accounting Department in College Station.

7.2 To void a receipt, mark “VOID” across the face of all parts of the form and send the yellow copy of the receipt to accounts receivable.

7.3 To prepare a Receipt for Cash Sales enter the following information. Press firmly and write clearly on this multi-part form.

a. Form of payment: Mark the appropriate block. For a money order, select “check.”

b. Location: Enter office or other location where the payment is received.

c. Date: Enter the original date when the payment was received.

d. Received from: Write the payer’s name and address.

e. For: Describe the purpose of the payment. Include the check or money order number.

f. GL/SL: Enter the FAMIS general ledger account or subsidiary ledger account number.

g. S/A: Enter the FAMIS support account number if applicable.

h. Object Code: Enter the FAMIS revenue code or other object code.

i. Amount: Record the amount for each GL/SL, S/A, or Object Code listed on the receipt.

j. Total: Enter total payment amount (i.e., total check, money order or currency amount) which must equal the sum of the amounts listed above.

k. Received by: The employee receiving the payment signs the receipt.

8. PREPARATION OF DEPOSIT PACKET

8.1 Endorse all checks and money orders on the back with a Texas A&M Forest Service “for deposit only” endorsement stamp immediately upon receipt.

8.2 Convert any currency or coin received into a money order payable to Texas A&M Forest Service before preparing the deposit packet.

8.3 Assemble the accounting documentation for the deposit packet.

a. the yellow copies of the Receipt for Cash Sales

b. the checks

c. additional backup documentation to be used in identifying and posting each deposit item

d. the Daily Cash Receipt Log

8.4 Retain a departmental file copy of the deposit packet prepared in section 8.3. The pink and gold copies of the Receipt for Cash Sales should remain intact in the receipt book.

8.5 Place the deposit packet in an envelope and mail to College Station at the following address. DO NOT include deposit packets in an envelope with any other documents.

Texas A&M Forest Service – Budgets and Accounting Department

Attn: Accounts Receivable

200 Technology Way, Suite 1120

College Station, TX 77845-3424

CONTACT: Budgets and Accounting Department Head, (979) 458-6640