
8.1 Responsibilities

8.1.1 Primary

The Vice President for Business & Operations of Clayton State University has authority and responsibility for all cash management operations of the institution. At the discretion of the Vice President, responsibilities may be delegated to departments and to administrative offices as required to facilitate convenient functional operations for students, faculty, and staff. All cash operations are subject to review by both the Board of Regents of the University System of Georgia, and the State of Georgia Department of Audits and Accounts.

8.1.2 Delegated Responsibilities

Where the responsibilities have been delegated to departments or administrative offices, these departments / administrative offices must:

- Receive and transmit funds to the Bursar's Office in accordance with the institution's policies
- Ensure that proper records are maintained and that entries are made properly and in a timely manner
- Ensure that funds are adequately safeguarded
- Ensure that effective internal controls are in place
- Conduct periodic reviews of the cash activities to determine that all applicable institutional policies and procedures are being followed

8.1.3 Central Control Point for Cash Operations

The Bursar's Office has been designated as the central control point for cash operations at Clayton State University. All cash collected by the departments / administrative offices must be delivered to the Bursar's Office in accordance with the procedures outlined in this manual. The Bursar's Office will properly account for the collections and deposit the cash into the university bank account.

8.1.4 Individual and Supervisory Responsibilities for Cash

Each individual and supervisor involved in cash handling is responsible for the cash being controlled. Cash handling procedures are explained to employees having cash handling responsibilities. Employees having these responsibilities are given a copy of these procedures and are required to sign a copy to indicate receipt and training received. The information is available on the Bursar website at: <http://www.clayton.edu/bursar/cashhandlingpoliciesprocedures>

Cash, checks, credit card receipts, and receipt books must be kept in secure locations. To protect the funds, they should be kept in a lockable container, such as a cash box, and stored in an area that is not visible to unauthorized personnel. The container should not be left unattended during the working day. All funds must be kept in a secured (locked) storage area, such as a file cabinet or safe, at night. Upon review, the Assistant Vice President for Budget and Finance/Controller will recommend appropriate type of storage.

For cash operations within the Bursar's Office, the Bursar will issue any employee assigned to a cashier window a cash drawer and key. The cash drawer will contain an amount determined by the Bursar, in consultation with the Assistant Vice President/Controller. The Bursar shall maintain a formal, written record of these assignments. Each cashier must sign a certification, which identifies the amount of beginning cash and outlines general accountability. The Bursar and the AV P of Budget & Finance/Controller shall maintain a formal record of these affidavits. Affidavits shall be amended accordingly, as cash drawers are submitted to the Bursar.

Funds collected outside the Bursar's Office should be transmitted to the Bursar's Office on a daily basis.

All Clayton State University communications that request payment, both verbal and written, should request that checks be made payable to "Clayton State University". Checks must be endorsed immediately upon receipt with the following: "**For Deposit Only, (Department Name), Clayton State University**". The endorsement must be on

the reverse side of the check. Upon request, the Bursar's Office will supply an appropriate inked stamp for endorsing the checks.

Individual Responsibilities

Each employee or student involved in cash handling is responsible for the cash within the individual's control. The employee or student is also responsible for complete and accurate reporting of all funds received in accordance with Clayton State University policies and procedures.

Supervisory Responsibilities

Each supervisor involved in cash handling is responsible for the cash in direct control of the supervisor. In addition, the supervisor of the employee handling the cash is responsible for providing adequate supervision, and for ensuring that proper operational safeguards and procedures are followed. The supervisor is also responsible for complete and accurate reporting of all funds received under the supervisor's control.

8.2 Internal Controls over Cash

8.2.1 Definition of Internal Controls

Internal controls are the measures an organization adopts to:

- Encourage adherence to agency policies and procedures
- Promote operational efficiency, and effectiveness
- Safeguard assets by protecting them from waste, loss, theft, or misuse
- Ensure that resources are used in accordance with law and donor intent
- Ensure the reliability of accounting data
- Allow the production of reliable financial statements based on accurate and verifiable data.
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8.2.2 Access Control

Access to cash must be limited and all funds must be kept in a secure location at all times. Funds must be kept in locked cash drawers, locked cash boxes, in closed cash register drawers, or in safes. Funds in excess of normal operational amounts must be deposited in accordance with the institution's deposit policy. Only one employee may work out of one cash register drawer or cash box, and that one employee is accountable for the cash in the cash register drawer or cash box. Unauthorized personnel should not be permitted in areas where cash is handled.

8.2.3 Supervisory Review

All cash operations must be subject to supervisory review. In all instances, the duties must be segregated among employees such that one person will check the work performed by another person. It is preferable for the work to be checked by a supervisor.

8.2.4 Complete Financial Records

All cash must be recorded in the institution's financial records. Cash receipts and cash transmittal forms must indicate the account(s) to which the funds are to be credited. If cash is collected in departments or administrative offices, a complete audit trail must exist from the point of initial collection in the department/office to the final posting of the receipt into the financial accounting system. Each individual and supervisor involved in cash handling is responsible for the cash being controlled.

8.2.5 Separation of Duties

Separation of duties should be designed to eliminate the possibility of one person being able to receive the cash, prepare the transmittal (if applicable), prepare the receipt, prepare the deposit, and then reconcile the balances back to the institution's general ledger balances. Ideally, each of these steps will be performed by a different person. Even in a small office where complete separation of duties is not possible, it is important that the supervisor review the cash operations daily.

The same level of separation of duties should exist in the cash disbursing operations to eliminate the possibility of one person being able to initiate an order for goods and/or services, document the receipt of the goods and/or services, and finally establish the request for payment for the goods and/or services. Ideally, each of these steps will be performed by a different person, but as a minimum these steps must require at least two people (one of which may be the supervisor).

8.3 Cash Receipting

8.3.1 General Policies

Authority to Charge or Collect Fees

Departments and/or Administrative Offices must have a written authorization from the Vice President for Business & Operations before fees may be charged and/or collected.

Documentation and Supervision

A receipt must be provided for all cash received. The receipt may be computer generated, from a cash register, or a manually completed triplicate pre-numbered receipt.

Supervisory control should be exercised over the cash receipting, depositing, and recording of cash into the financial accounting system.

Separation of duties are required among employees receiving and processing receipts, with different people being responsible for receiving cash, for depositing cash, and for recording cash into the financial accounting system.

Each cashier must maintain a separate cash drawer that can be locked, or a separate cash box that can be locked. Each cashier is responsible for safeguarding the funds issued to them and for the funds collected by them during the course of their duties. When the cashier leaves the work area, the cash drawer must be locked or the cash box must be locked and stored in a secure location.

For computer generated receipts, each cashier must use a unique userid and password to gain access to the Banner System. By using a unique userid and password, a separate “cashier session” will be maintained in the system for the cashier. The separate session provides unique totals for balancing at the end of the work day.

Petty cash funds will be kept in a separate safe by the employee responsible for petty cash.

Petty cash in the Bursar’s Office is handled by the head cashier. Working petty cash funds may be kept in a separate lockable cash drawer during working hours as required. Petty cash funds and other funds collected during the day may be kept in the same cash drawer.

The Bursar will keep the combination for these petty cash safes (or keys for lockable cash drawers) in a sealed envelope stored in a secure location. Should petty cash be required when the individual responsible for petty cash is not available, this combination may be utilized to gain access to the petty cash funds.

If a cashier is absent and there is a need to enter the cash drawer, there must be two employees present at all times and a count will be performed and certified by both employees. The count and the verifying signatures will be kept on file by the Head Cashier.

8.3.2 Specific Policies

Cash Receipts Accepted by the Clayton State University Bursar’s Office

Mail Receipts

All checks received in the mail will be recorded on a “Daily Cash Receipt Log” before being recorded on a cash receipt. The employee maintaining the “Daily Cash Receipt Log” must not be the same employee creating the receipt. After recording the check(s) received in the Daily Cash Receipt Log”, the checks will be provided to the employee normally charged with cash receipting operations.

Since the payer is not available to receive a copy of the receipt, the customer’s copy of the receipt will be filed with the normal cash receipting documents. A copy of the receipt may be mailed to the payer upon request.

Receipts from Individuals at the Window

All receipts issued from the Bursar’s Office must be computer generated from the Banner System, unless that system is inoperable when the receipt needs to be generated.

When a receipt is printed from Banner, it will be presented to the payor as acknowledgement of the receipt of payment

If the Banner System is inoperable, then a manual, pre-numbered receipt may be issued with the approval of a supervisor. The manual receipt must be cross-referenced to a computer generated receipt from the Banner System when that system becomes operational.

Acceptance of credit cards must be in accordance with all applicable institutional and banking requirements/regulations including those regarding retention of sensitive data.

All payments by check must be made payable to “Clayton State University”.

Credit Card Payments from Web for Registration

Acceptance of credit cards for on-line registration is handled for Clayton State University by a third party vendor. A daily report of collections is available from the Banner System. These payments are posted through the normal end of day closing process in the Bursar’s Office.

When the credit card transactions are settled by the various credit card companies, the totals are posted to the Clayton State University bank account.

Receipts that Create New Agency Fund Accounts

Acceptance of checks or payments that create a scholarship, or other agency fund account, must have a completed **Agency Agreement Application** form on file prior to acceptance. The check may be held for a reasonable time period for later processing if time is required to get the **Agency Agreement Application** form completed. Each agency agreement should be completed by Clayton State University and signed by the sponsor(s). The agency agreement should contain complete information on the terms and conditions of the agency relationship, the purpose of the funds being placed, and their ultimate disposition (including unused balances).

The Agency Account Application may be found at: <http://www.clayton.edu/Portals/535/Agency-Account-Application.pdf>.

After five years without activity, unused balances must be forwarded to the state as mandated by escheat laws, unless the disposition of unused balances is covered in the agency agreement. A signed letter from the sponsor(s) with all required information may be used as an agency agreement. All unused scholarship funds will be returned to the sponsor at the end of 18 months of inactivity unless otherwise stated by the sponsor. If the account is inactive for a period of 5 years

and the institution is unable to contact the sponsor, then disposition of the unused balance will be in accordance with the laws of the State of Georgia regarding unclaimed property as contained in the Official Code Sections 44-12-190 through 44-12-235.

Gifts to the Institution

The policy of Clayton State University is to encourage all donors to make their gifts payable to the Clayton State University Foundation, Inc. The foundation is a charitable corporation that receives and manages contributions made for the benefit of Clayton State University. All checks received by Clayton State University that are made payable to Clayton State University Foundation shall be immediately delivered to the foundation for processing.

If a check is received made payable to Clayton State University that should have been payable to the Foundation, it must be first deposited to the university's bank account. When documentation is received to show the donation was meant for the Foundation then a check will be cut by Accounts Payable to transmit the funds accordingly.

Any checks received as gifts to Clayton State University that are not made payable to the Clayton State University Foundation should be immediately delivered to the Vice President for Business & Operations for acceptance. All gifts in excess of \$100,000 in value must be officially accepted by the Board of Regents of the University System of Georgia. Conditional acceptance and acknowledgement of gifts may be issued at the discretion of the Vice President for Business & Operations.

Clayton State University is required to submit an annual report to the Board of Regents of all private gifts to the institution that are valued over \$100,000. The report is due by October 31st of each year.

Cash Receipt Summary from Departments / Administrative Offices

Cashiers in the Bursar's Office accepting a turn-in of cash from a department or administrative office shall:

- Review the Cash Receipt Summary report
- Balance the cash/checks turned in with the report
- Verify accuracy of entries on the Clayton State University "Daily Report of Cash Received" or the cash report specifically designed for the department
- Verify that appropriate documentation is received with the report, such as cash register tapes, adding machine tapes for checks, beginning and ending receipt numbers, etc.

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- Create a receipt(s) for the report using the Banner System to generate the receipt
 - Provide a copy of the receipt to the person making the report
 - Exception to the above is the Loch Shop and Card Center– they will bring deposits to the Bursar Office ready for transmittal via armored car to the university's banking institution.

Wire Transfers to the Institution

Upon notification by the bank of a wire transfer to the institution's bank account, a receipt will be issued for the amount of the transfer. All such receipts are to be supported by either a validated deposit slip or a properly executed credit memo from the bank. These payments are posted through the normal end of day closing process in the Bursar's Office.

Cash Receipts accepted by Departments / Administrative Offices

Cash receipts must be produced for all payments received. The receipts may be produced on a cash register, manually completed using an official pre-numbered triplicate copy receipt, or may be computer generated. The original copy of the receipt must be given to the payer. A receipt copy (if other than cash register receipt) is placed in a file of receipts maintained by the department in numerical order to assure that all receipts are accounted for. If a cash register is utilized, a copy of the cash register journal tape must be retained by the department. Duplicate copies of the cash register journal tape or copies of all manual receipts must also be submitted with a cash receipts summary to the Bursar's Office.

- Cash receipts with summary must be submitted daily to the Bursar's Office.
- The summary may be computer generated, or may be on the **Miscellaneous Deposit** form that can be found at <http://www.clayton.edu/bursar/forms>.
- All deposits should be broken down into Cash, Checks, and Credit Cards in this order.
- Credit cards should include the signed receipts as well as the close out and detail with the breakdown of card type, such as MC/Visa, American Express, and Discover.
- Two adding machine tapes should accompany each form of currency, cash, checks, & credit cards.
- The Total of the cash, checks, & credit cards should also appear on the deposit.
- If a Banner detail code is available for the deposit, that detail code should be indicated on the deposit. If a Banner detail code is not available, then the full account number is required, including Fund, Program, Class, Department, and Account.
- All checks should be properly endorsed for deposit only (use department stamp)
- The deposit summary must be signed and dated
- Loose change should be put in an envelope.
- A duplicate copy of the deposit summary should be kept in the departmental records

Blank manual receipts will be obtained from the Bursar's Office, which will be standardized, sequentially numbered, and provide three copies. The completed receipts must include:

- Department name
- A dollar amount
- A description of the service or product
- Date
- Receipt number
- The name of the person paying for the transaction
- The signature of employee receiving payment

Register receipts must provide, but are not limited to, the following information:

- Date
- A dollar amount
- A receipt/transaction number
- A cashier identification number
- The name of the area in which the sale/service is provided

If a correction is made on a receipt, or if a receipt is voided, the following information must be clearly stated on the corrected or voided receipt:

- The correction or void
- The date
- Signature of the person making the change
- Reason for the change
- Signature of an approving manager or supervisor (the approval must be from a different person than the one initiating the correction)
- All copies of voided receipts (except the transmittal copy) should be kept together and filed for audit.

This info should be noted on the cashier log. See the paragraph below for information about the cashier log.

Whenever feasible, each department receiving cash or check payments should assign cash handling responsibilities to at least two employees to guarantee a separation of duties and control of cash receipts. One employee, the cash handler, should receive payments and issue a receipt to the customer at the point of sale or collection. This employee should maintain a cashier log to include the following information:

- Date of collection
- Receipt Number
- Total amount of funds collected
- Name of the cash handler

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- Name of the depositor
 - The date the funds were remitted to the Bursar's Office

A second employee, the depositor, should prove the funds and receipts, verify the amount to the cashier log, and prepare a daily cash report that is used as a transmittal form. The depositor should also record the date remitted and sign the cashier log. The depositor will complete a daily cash summary for each deposit with the following information:

- The date
- Department name
- Name of the person preparing the deposit
- A description
- Financial accounting system account number(s)
- The dollar amounts (total and by account number[s])
- Individual totals for cash, checks, credit cards, and over/short amounts

The daily cash report should be printed in ink for clarity and security.

All deposits are made intact, inclusive of any over/short amount. The amount over or short will increase (overage) or decrease (shortage) the cash over/short revenue account. The supervisor should investigate and document overages or shortages that have a value greater than \$5.00 or that are recurring.

All checks and U.S. Money Orders must be payable to Clayton State University and be payable through a U.S. Bank.

Employees outside the Bursar Office will not cash checks or use receipt funds as petty cash.

In the case of a loss of funds, or if a supervisor suspects irregularities in the handling of funds, the Bursar must be contacted who will then inform the Controller, Vice President for Business and Operations and Public Safety. The Vice President for Business and Operations will follow the institutions malfeasance reporting requirements. Within 5 working days from the time of occurrence, Public Safety must provide a report with the Vice President for Business & Operations giving a brief description of issue at hand. The Vice President for Business & Operations will make the determination if a report is required to be sent to the Board of Regents in accordance with BOR Policy.

Mail Receipts

One person should open the mail. Immediately upon receipt, the check should be restrictively endorsed with "For Deposit Only, Clayton State University". Each department must have a stamp for endorsing checks. Payments accepted from the mail must be recorded in a daily log, clearly identifying the date received, name

of payor, check amount, and received by information. After the payment is duly recorded in the daily log, then an official receipt for the payment must be created. The receipt may be generated using a computerized accounts receivable system, if available. If a computerized accounts receivable system is not available, then a manual receipt should be issued. A copy of the daily log must be maintained in the Department/Administrative Office for a period of current year plus an additional three years. The customer copy of the receipt may be filed unless the payer has requested a receipt copy.

From Individuals

A receipt must be produced for all payments received.

All payments by check must be made payable to “Clayton State University”.

Acceptance of credit cards must be in accordance with all applicable institutional and banking requirements/regulations including those regarding retention of sensitive data. Credit cards may only be accepted in the Bursar’s Office, Bookstore, Cafeteria, Continuing Education Center, or through the institution’s web site.

Receipts from Coin-Operated Machines

It is the responsibility of all personnel who handle funds collected from institution owned coin operated machines to implement adequate procedures to ensure adherence to the requirements listed below.

- The machine should be kept locked at all times except when being serviced
- The key should never be left in the lock of the machine at any time
- The key holder should retain the key in their possession at all times, including overnight
- A duplicate key should be placed in a sealed envelope (signed and dated by the responsible person) and retained separately in the Bursar’s Office vault. If a foreseeable absence occurs, then the transfer of the key and responsibility should be noted and a signature obtained. If an unforeseeable absence occurs, then the use of the duplicate key by a nominated member of staff is permitted.
- All coin-operated machines are to have counters. Total receipts should be reconciled against the counter reading. All inoperative or inaccurate counters should be replaced immediately. Written records of the reconciliations should be maintained.
- Coin machines should be emptied by two people. The person counting the coins should not be the person reading the counters.

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- Counter reading for each machine should be recorded and initialed by the person reading the meter.
 - Receipts by machine should be counted and recorded. The person counting the coins should initial the recorded amount of receipts.
 - All receipts should be deposited intact and in a timely manner
 - Lockable security bags are required for storing and transporting the daily cash receipts to the Bursar's Office

There are coin-operated machines on campus that are owned and serviced by vendors under contract to Clayton State University, and therefore not subject to the requirements listed in this section. Clayton State University receives a commission on sales from these machines operated by private vendors. Goods stocked into these machines are verified by a Clayton State University employee for control purposes.

Receipts in the Bookstore

All sales in the Bookstore will be recorded using one of the cash registers. A cash register receipt will be given to each customer. All credit card transactions will also be accomplished using one of the cash registers and associated card reader.

Receipts in the Cafeteria

All sales in the Cafeteria are handled by a third party vendor. A cash register receipt will be given to each customer. All credit card transactions will also be accomplished using one of the cash registers and associated card reader.

Deposits to the Clayton State University Bursar's Office

A daily deposit of all receipts must be made to the Clayton State University Bursar's Office. Daily Cash Reports must be generated by the department/administrative office to include:

- Department or administrative office name
- Date(s) payments were received
- Receipt numbers used (if applicable)
- Register Totals (if applicable)
- Credit card transaction totals (if applicable)

- Total amount to be deposited at the Bursar's Office
- Overages and shortages
- Accounts and associated amounts to be credited in the financial accounting system
- Signature of the person preparing the transmittal form

Copies of the daily cash reports must be retained in the department/administrative office for a period of three years.

The miscellaneous deposit form may be used for the daily cash report if the department does not have a computerized system that generates a report. The miscellaneous deposit form may be found at <http://www.clayton.edu/bursar/forms>.

Any differences discovered by the Bursar's Office should be noted on the transmittal form and initialed by both parties.

These Daily Cash Reports may be changed as required by the Vice President for Business & Operations. Departments needing changes made to the report should make their request to the Vice President for Business & Operations.

The completed daily cash report, copies of receipts or register tapes, and funds are taken to the Bursar's Office. Checks should be batched together with two adding machine tapes listing each check amount. Receipts should be batched together in numerical order with the two adding machine tapes attached. The receipt obtained from the Bursar's Office should be verified to the cashier log by the cash handler and retained with the cashier log. Supporting documentation and/or receipts should be kept and filed by each department.

Daily cash reports to the Bursar's Office should be made in person. Campus mail may **NOT** be used to deliver funds to the Bursar's Office. Any person transporting cash deposits should request a public safety officer accompany them from their office to the Bursar Office. The person making the deposit will be asked to remain in the Bursar's Office until verification of the funds has been made and the receipt for the funds has been issued. This receipt must be filed with the department's copy of the daily cash report.

The Bursar's Office Cashier will maintain a Reconciliation of Receipts for each department to assure that all receipts are accounted for. This requirement is in addition to the one previously noted for each department to maintain a file of receipts in numerical order to assure that all receipts are accounted for.

Depositing Cash into the Institution's Bank Accounts

Daily Deposit by the Bursar's Office

The Bursar's Office will prepare a daily deposit to include all receipts and transmittals from departments/administrative offices.

Supporting Documents Required

All supporting documents related to the deposit must be filed with a copy of the bank deposit. This will include all supporting documents received with the payments, copies of the Departmental/Administrative Office transmittal forms, etc.

Transportation of the Daily Deposit to the Banking Institution

The daily bank deposit will be transported to the bank by a commercial firm offering secure cash transportation services ONLY.

Processing Returned Checks

Clayton State University accepts payment by personal check and reserves the right to withdraw that privilege from anyone at any time. The university also provides a check cashing service to faculty, staff, and students in an amount not to exceed \$50.00 for faculty/staff and \$10.00 for students. A check given to the university that is returned by the bank unpaid immediately creates indebtedness to Clayton State University.

The processing of returned checks by Clayton State University is in accordance with Section 13-6-15 of the Official Code of Georgia and section 10.4 of the Board of Regents Business Procedures Manual.

If a check is returned due to a bank error, a letter is required from the payer's bank explaining the error. Once the letter is received, the returned check fee will be cancelled and the payer will be responsible only for redeeming the returned check.

Stopped payments are treated as any other returned check with identical consequences.

No partial payments on returned items will be accepted.

Returned Checks from Students

Upon receiving notification from the bank that a check has been returned, the cashier will execute the following steps:

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- Attempts will be made by phone and email to instructors to advise the student of the returned check
 - A certified letter will be sent to the student advising that the check must be cleared within one week of receipt of the letter
 - A student's account will be placed on "hold" to prevent transcripts from being sent and to prevent registration for subsequent terms. The account will also be charged \$30.00 for a returned check fee.
 - If the indebtedness resulting from the returned check (including the returned check charge) is not cleared within ten days of receipt of the notice, the student will be dropped from class rolls, the student's registration will be cancelled for that term if it is before the end of drop/add.
 - The student will receive three (3) notices of collection effort in accordance the Board of Regents collections requirements.
 - If collection is not made within 30 days of a final demand letter (letter #3), the check will be turned over to the institution's collection agency for collection

Returned Checks from Employees

The employee's supervisor will be notified and asked to counsel the employee regarding the returned item. The employee is expected to make payment to the institution immediately for the amount of the returned check plus the returned check charge of \$30.00. Clayton State University may also withhold funds from the employee's wages until the amount owed Clayton State University has been recovered. A notice of intent to withhold must be sent to the employee by registered or certified mail, or personally delivered. The employee must respond with payment to the notice within 15 days to prevent the withholding process from being utilized.

Returned Checks from Other Individuals/Entities

All returned checks are subject to a returned check charge of \$30.00

If payment for the returned item and associated fees is not received by the due date, any pending services to the individual/entity will be suspended and the returned check will be turned over to the institution's collection agency for collection.

Accounts Receivable Policy and Procedures

According to Board of Regents Policy section 7.3.3, Tuition and Fee Payment and Deferral, "short term credit may be granted to students while waiting for financial aid funds or scholarship funds from third parties. This credit is granted only when a notice of award or a written agreement from a third party has been received. Students who have

not paid or whose financial aid has not been affirmed by the “add/drop” date should be dropped from class rolls.”

Student Accounts Receivable from Banner System

Student fees are assessed through the Banner Student Information System each term. If students do not pay assessed fees by published dates for payment, which is the end of drop/add period, all classes are dropped and the student is not allowed to attend. There is a week each semester following the first day of class for students to change their schedule and for some students to register late. All students that have not paid all assessed fees, or have financial aid awarded to pay fees, are dropped at the end of this late registration period. The following procedures will be followed to assure that timely payment of fees are made

- All student fees are payable in advance prior to the student attending any classes. Students with any balance due from a prior term will not be allowed to register for subsequent terms until the balance due is paid.
- All classes will be dropped at the end of drop/add period for those students who have not paid for all assessed fees and who do not have financial aid awards to cover assessed fees. The student will not be permitted to attend class.
- All classes may be dropped at the end of drop and add week each semester for those students who have not paid for all assessed fees and who do not have financial aid awards to cover assessed fees. A report will be run from the Banner system to indicate students with outstanding balances.
- After financial aid has been disbursed an additional list of students with outstanding balances will be run to indicate students with outstanding balances. These outstanding balances will include charges from the Bookstore.
- If a student’s scholarship, loan, or other form of financial assistance is cancelled after the student has completed registration, the student will be notified of any amount due and given a maximum time of ten days to pay the outstanding balance. The student will be notified by mail of circumstances to include amount due and time that will be allowed for payment. Students will be notified of these outstanding balances first by email and letter. The student’s account will have a hold placed on it and the student will not be allowed to enroll in future terms or receive transcripts until all financial obligations are met.
- The university will notify students who withdraw from all classes of outstanding balances according to guidelines for Title IV federal regulations.
- Students who have not paid outstanding balances created by scholarship or grant changes, by the end of the semester (or after time given for payment

has elapsed) will have their accounts placed with the institution's collection agency for collection.

Other Receivables

The institution also grants credit by:

- Participating in state and federal agreements
- Participating in grant activities
- Operation of Auxiliary Enterprises
- Participating in agreements with the Clayton State University Foundation
- Participating in agreements with third parties regarding students tuition and fees
- Providing benefits to retired employee's and COBRA participants
- Other contracts and agreements
- Charging fees and/or fines

Receivable accounts are maintained in the Banner Student Information System for all receivables, such as retired employees, COBRA participants, and third party vendors. The cashier will post all receipts and apply charges to payments at least monthly. The cashier will maintain files for all third party accounts and bill them each semester in a timely manner to insure that full payment is received no later than the end of the semester. Students whose fees are to be paid by third parties will not be allowed to register for subsequent terms until all prior term fees are paid.

Collection of Receivables

Prompt billing is essential for effective management of receivables. Information must be maintained on the status of all unbilled accounts to insure that all actions necessary for the preparation of the bill have been taken as required. The bill should be issued as expeditiously as possible, but no later than 20 days of last day of drop/add period.

After the bill is issued, information must continue to be maintained on the status of the account to provide information for collection efforts, should they be required.

Appropriate past due notices must be sent on overdue accounts. Section 10.7 of the Board of Regents Business Procedures Manual provides detailed instructions about the timing and content of these past due notices. Separate notices are provided for:

- Employees and the General Public (past due, interim, 3rd notice, and final notice)
- Student Bills (past due, interim, 3rd notice, and final demand letter)

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- Bad Check Demand Letter

Uncollected amounts in excess of \$50.00 should be referred to a collection agency for collection when the account is 180 days overdue. See Section 10 of the Board of Regents Business Procedures Manual for further information.

University System Requirements in Analysis and Reporting of Receivables

The Board of Regents Business Procedures Manual, Section 10.6.2, states “An aged listing of individual receivable balances will be prepared at least quarterly and will reflect the results of billing and collection follow-up activity. Management above the level responsible for supervising the billing and collection follow-up function will review old dated balances. The Bursar’s Office in conjunction with the Accounting Office will ensure that subsidiary ledger records are reconciled to the control account balances at least monthly.”

Clayton State University is also required by the Board of Regents to submit an analysis of receivables to the Vice Chancellor for Fiscal Affairs every six months in accordance with the schedule published in the Board of Regents Business Procedures Manual Section 10.5.

Disposition of Uncollectable Accounts

State of Georgia and University System Policy

The Official Code of Georgia, section 50-16-18, provides state agencies with a mechanism for writing off debts of an immaterial nature owed to the state. The materiality threshold, as specified by the legislation, is “\$3,000.00 or less for the institutions of the Board of Regents of the University System of Georgia.”

The Board of Regents holds the institution responsible for the collection of receivables. Amounts not collected through routine follow-up should be referred to collection agencies. Presidents and Chief Business Officers are authorized to file actions in small claims courts for the collection of debts over which they had administrative control.

Generally, bills must be collected as expeditiously as possible, but the cost of collection must not be allowed to exceed the expected revenue.

Section 10.4 of the Board of Regents Business Procedures Manual provides detailed information about correct disposal of uncollectible accounts. Clayton State University complies with the Business Procedures Manual, and those steps will not be duplicated in this manual.

Clayton State University Accounts Receivable Write-Off Policy and Procedures

After procedures to collect amounts due to the university have been followed and it is determined that collection of remaining balances cannot be made, amounts outstanding will be considered for write-off on a quarterly basis. Items more than 120 days old should be reserved.

The following steps will be accomplished:

- The Collection Specialist in the Bursar's Office will prepare a listing of all student receivables by term to determine the age of all receivables. The Banner Student Information System process will be run to generate an aging list.

Each quarter, those receivables less than \$3,000 and at least 120 days old will be reviewed along with evidence showing that all steps have been taken to collect the outstanding balance.

- The Vice President for Business & Operations will approve receivables to be written off. A detailed listing of those approved will be prepared and signed by the Vice President for Business & Operations.
- The approved listing will be forwarded to accounting and a journal entry prepared to charge the uncollectable receivables to current year Allowance for Doubtful Revenue, account number 409998, fund 10500 for tuition and account number 498998, by fund. The allowance for doubtful accounts receivable, account number 121999, by fund, will be credited for the same amounts.
- Student accounts will remain encumbered and noted in the Banner Student Information System via a "Hold", indicating the amount due but reserved as a bad debt. If the balance is collected in the future, the amount collected will be receipted to allowance for doubtful revenue, account number 409998 or 498998, by fund, and the student's record cleared of the "Hold". The allowance for doubtful accounts receivable account will be debited and the student's account credited.

8.4 Cash Disbursing

8.4.1 Authority for Disbursing Cash

The Vice President for Business & Operations of Clayton State University is responsible for all cash management of the institution. Except for departmental purchasing cards and the use of petty cash funds, all cash transactions should be conducted by the Bursar's Office. Where departments or administrative offices have been delegated authority to collect funds for services/fines/etc., these funds must be turned in to the Bursar's Office in their entirety. Use of collected funds to pay bills, or to purchase goods or services, is strictly prohibited.

8.4.2 Documentation Required before Disbursing Funds

Travel of Employees

The content of this section is restricted to documentation required before disbursing funds for travel. Policy and procedures for travel of employees is contained in Section 15 of this manual.

Employees should fill out the paper Travel Authorization form and acquire approval from the department head or designated official PRIOR to the travel. The Travel Authorization must be included with each expense report. [Click here](#) to access this form. Please do not submit travel authorizations through the PeopleSoft Expenses Module at this time. Each travel authorization must be approved by the authorized department budget manager and other approvals as established. After all required approvals have been obtained, the funds for the estimated cost of travel are encumbered in the employee's department budget and the employee is notified of approval through a copy of the **Travel Authorization** form.

After travel has been completed, the employee initiates an expense report. The expense report is initiated via the Employee Self-Service module. Instructions for creating the expense report may be found at <http://www.clayton.edu/accounting-services/expenses/travel/howdoi/createatravelexpensereport>. A printed copy of the expense report, with all required receipts attached, must be submitted to the employee's supervisor for approval. Each expense report must be approved by the authorized department budget manager and other approvals as established. After all approvals are documented, the expense report is routed to the Accounting Services Office for reimbursement.

In cases where the prior approval denotes a pre-authorized amount, reimbursement will not exceed this authorization unless specifically approved by the department budget manager. Expense reports cannot be resubmitted at a later date or at year-end for additional reimbursement.

The expense report should be submitted as soon as travel is completed, and not later than one month of completion of the trip. Original receipts and cost comparisons must be sent to the Accounting Services Office to document expenses (for those expenses requiring

receipts) prior to reimbursement being authorized. Upon matching the receipts to the expenses within the expense report, the Accounting Services Office will schedule reimbursement to the employee for the travel expenses. The reimbursement will be distributed to the employee by check or direct deposit according to the banking information entered in Payroll through ADP.

Normal Procurement

The normal procurement process begins with a requisition from the departmental level to the Procurement Office. The Procurement Office determines how to procure the goods and/or services. Normally, the goods/services are ordered by issuing a purchase order. The purchase order is issued from within the financial accounting system so a tracking record exists and the funds are encumbered. When the vendor ships the goods or provides the services, a receiving report is generated in the accounting system. The vendor sends the invoice directly to the Accounting Services Office, and the invoice is entered into the accounting system. Once the receiving report and the invoice are entered into the accounting system, the next matching process will approve the invoice for payment. The accounts payable operator has the ability to control the schedule date of the actual payment. Separation of duties is maintained because the entry of the order, the entry of the receiving report, and the entry of the invoice is accomplished by three different employees.

Procurement via Purchasing Card

Purchasing Cards are issued by the Clayton State University Procurement Office. Purchasing Cards are provided to the departments / administrative offices for the purpose of purchasing goods and/or services valued at \$5,000.00 or less, including shipping/handling charges, insurance, etc. The departmental budget manager is responsible for any and all charges made through the use of the card by designated person(s) in their department.

The documentation required in the Accounting Services Office before recording the charges for the purchasing card include the following:

- Statements from the banking institution (card processor)
- Actual receipts from the departments that made the purchases matched to the banking institution's statements and the departments activity log
Note: The department activity log is used to record all purchasing card activity. The log records the date of the purchase, the vendor, a brief description of the procurement, the total dollar amount, and the account to be charged for the procurement.
- The summary report from the Procurement Office with totals by card holder and department
- The summary report from each card holder with proper coding

Miscellaneous Payments

There are many payments that do not fit the categories defined above. These miscellaneous payments may include:

- Remission of payroll deductions and payroll matching amounts to governmental agencies, vendors, or banking institutions
- Payment of continuing education honorariums
- Disbursement of funds from agency accounts as requested by the account custodian
- Reimbursement of petty cash funds
- Payment for the institution's telecommunications bills

The documentation required for any miscellaneous payment must certify that:

- The department or account being charged for the payment has approved the disbursement
- The disbursement is in agreement with any restrictions placed upon the funds being used for the payment
- Adequate separation of duties exist to prevent the same person from authorizing payment and actually executing the payment in the financial accounting system

Accounts Payable Feeds from Banner System

Feeds that Produce a Check

Accounts Payable feeds from the Banner System create a transaction file that is used to create the actual payment through a refund processing vendor – BankMobile (bank ach file). Payments may be generated to refund an overpayment, process a withdrawal refund, disburse the excess of financial aid over institutional charges, or other miscellaneous reasons. The exceptions that should not be deposited into the student's account produce a transfer of funds to a Third Party Disbursement Account in PeopleSoft. From this Third Party Disbursement Account the university can produce (1) checks to Third Parties, and (2) default checks to students when funds can't be transferred through BankMobile and have been returned to the university for disbursement.

Documentation required for the payment is recorded completely in the Banner System, with supporting documents being filed in the departments where the transaction occurred, such as the bookstore, the financial aid office, the registrar's office, etc. Careful analysis and balancing of transactions is accomplished before the funds are placed into the student's account or a check is written.

Feeds that Place Funds into the Student's BankMobile Account

The Third party vendor provides refund management services to higher education institutions and banking services to members of their community through a card-

based solution. Each registered Clayton State University student will receive a Third party vendor card. The student's card will arrive in the mail at the primary address on file with the university. To receive a refund, the student must activate the Card via the Third party vendor website. During card activation, the student will choose how to receive their refund money. If the student wants faster access to their funds, they should choose to have their refunds deposited directly into their BankMobile or student payment Account. Students may activate their Third party vendor card and make their refund selection online at www.claytonstateonecard.com.

The Third party vendor account is a fully-functioning FDIC insured free checking account that allows the student to access their refunds from financial aid, withdrawal, and/or overpayments. The Third party vendor Account has no minimum balance, no monthly fees, and free internet banking features. With it, the student can use their Third party vendor Card to make purchases anywhere a MasterCard is accepted. The Third party vendor card functions as a debit card, and is accepted anywhere that MasterCard is accepted.

The options available to the student for receiving refunds are as follows:

- Directly deposited to the student's BankMobile Account: The funds are normally available in the BankMobile Account one day or less after processing is complete on the Clayton State University campus.
- Deposited to another bank: This option provides the opportunity to have the funds deposited in any bank account of the student's choice. The funds are normally available in the designated bank account three days or more after processing is complete on the Clayton State University campus.
- Mailed as a paper check to the designated address: This option will create a paper check being mailed to the designated address. The check is prepared and mailed five or more days after processing is complete on the Clayton State University campus.

8.4.3 Separation of Duties

Adequate separation of duties must be enforced to prevent unauthorized disbursements of institutional funds. Duties must be sufficiently separated such that one employee does not have the ability to order goods or services, document the receipt of the goods or services, and approve payment for the same goods and services.

Periodic supervisory review of disbursement journals must be accomplished as a precaution to prevent unauthorized procurement and/or payment activities.

8.5 Petty Cash

8.5.1 Purpose of Petty Cash

Petty Cash funds may be used to:

- Reimburse employees for small value purchases of postage, lab supplies, supply items, etc., upon receipt of invoices.
- Provide change to customers when they are paying for goods and services
- Provide cash for Book Store buy back of text books
- Provide change funds for book sales at off campus locations
- Provide check cashing service for faculty, staff, and students (Bursar's Office location only)
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8.5.2 Restrictions on Use

- Reimbursement for small value purchases may not exceed \$50.00 without having prior approval of the Assistant Vice President of Budget and Finance/Controller.
- Reimbursement from state funded petty cash may not be processed for:
 - Items covered by state or institutional contracts
 - Entertainment
 - Travel Reimbursements (meals, lodging, transportation)
 - Per Diem and Fees, or other service payments
 - Gifts, awards, and prizes
 - Memberships
 - Personal check cashing and loans (personal checks of the custodian of the petty cash fund). Food, beverage, catering (unless funded by continuing education or other participant cost funding source)
 - Any other items that may not be purchased by the institution's purchasing department, such as alcoholic beverages.

8.5.3 Check Cashing Services

The Bursar's Office will cash checks for faculty, staff, and students utilizing the Petty Cash fund. The following policy will apply:

- Checks cannot exceed \$50.00 for faculty/staff and \$10.00 for students
- Only one check per day may be cashed
- Identification is required. Acceptable IDs are employee or student ID card or driver's license.
- There will be a \$30.00 charge for any check returned by the bank for any reason
- Faculty, staff, or students may lose check-cashing privileges if two returned checks are received from the bank
- The following types of checks will not be accepted:
 - Post-dated checks
 - Counter checks
 - Starter checks
 - Credit card checks
 - Third party checks

8.5.4 Petty Cash Replenishment

Petty cash custodians may request reimbursement by completing the **Petty Cash Replenishment Request** form. The form must be completed in full and signed by the Petty Cash custodian. The form may be found at <http://www.clayton.edu/bursar/forms>.

The request must include:

- A summary of all charges by account number
- Supporting documents for each petty cash purchase

Upon verification of the form, signatures, and supporting documents, a check payable to the petty cash custodian will be issued for use in replenishing the petty cash fund.

Since departmental Petty Cash funds are maintained for making change only, Petty Cash Replenishment should not be required for departmental funds. Periodic replenishment will be required for the Bursar's Office Petty Cash fund.

8.5.5 Security Guidelines

Working petty Cash Funds must be held in a locked cash drawer or a locked cash box with the primary key retained by the custodian and a secondary key retained by the supervisor for emergency purposes.

Funds must be kept in a secure location at all times, preferably a locked drawer, safe, or file cabinet. They must be secured each time the custodian leaves the office. The custodian and the department head may be held jointly liable for uninsured losses that occur as a result of negligence.

The total amount of the petty cash fund should always equal the cash on hand plus any unreimbursed amounts. The unreimbursed amounts must be documented by completed Petty Cash Reimbursement Requests. Shortages must be reported to the Vice President for Business & Operations.

Unannounced cash counts should be performed quarterly by someone other than the custodian. The individual should be selected by the Vice President for Business & Operations, preferably not the same person each quarter. The cash count should be recorded on the **Clayton State University Petty Cash** form. The person completing the form should make an annotation stating “Unannounced cash count completed (date) by (signature of person completing the count). The completed forms should be retained in a departmental file.

Unannounced cash counts may be performed by fiscal office staff. Account balance verification will be performed at year-end by the Bursar’s Office.

Department Petty Cash “Change Funds” should be counted daily and documented on the **Clayton State University Petty Cash** form. <http://www.clayton.edu/Portals/8/docs/request-petty-cash-form.pdf>

Petty Cash Funds must always be kept separate from other cash receipts.

8.5.6 Reporting and Notification Requirements

Theft or Loss

In the event of a theft or loss of Petty Cash Funds, the custodian should immediately notify the Bursar and the Vice President for Business & Operations. The Vice President for Business & Operations will make a determination if the theft or loss should be reported to the Board of Regents in compliance of the Employee Malfeasance Policy.

Departure/Termination of the Custodian

Upon departure/termination of the custodian, keys to the secured petty cash area must be returned to the supervisor. The supervisor must notify the Bursar of the departure/termination.

A final count and submission of replenishment should occur prior to the new custodian assuming responsibility.

8.5.7 Purchasing Small Value Items via Petty Cash

Purpose and Regulations

Use of Petty Cash for purchase of small value items is authorized by the Purchasing Division of the Department of Administrative Services, and further delegated by the CSU Procurement Services Department. Departments may make direct purchases from suppliers for immediate needs using Petty Cash **when the use of the department's purchasing card is not accepted**. Direct purchases to be reimbursed from Petty Cash may only be made when payment-in-full is made at the initial point of delivery. The payment may be made by an employee using personal funds (to be reimbursed from Petty Cash) or by using funds advanced from the Bursar's Office petty cash fund. The use of personal funds is discouraged, but CSU recognizes that in some instances this is the most expedient method of procurement. The CSU Procurement Services Department has jurisdiction over the purchasing aspects of this system, while the Bursar's Office has control over the reimbursement process.

Cash purchases **are** subject to State Purchasing, University System of Georgia, and Clayton State University regulations. It is the responsibility of the department's budget manager and the employee making the purchase to be familiar with the regulations governing these purchases.

Departmental Petty Cash Funds are established upon request to the Bursar's Office. The Petty Cash funds are for making change from sales, programs, fines or fees related to the department. Departments not having Petty Cash Funds may utilize the Petty Cash Funds managed by the Bursar's Office.

Payment of Sales Taxes

Tax must not be paid to the supplier. A **CSU Sales and Use Tax Certificate of Exemption** should be presented to the vendor at the time of purchase. If the vendor will not honor the **CSU Sales and Use Tax Certificate of Exemption**, then the purchase should not be made. The **CSU Sales and Use Tax Certificate of Exemption** may be found at <http://www.clayton.edu/procurement/procurementforms>.

Advances from Petty Cash Funds

Payment to the supplier for the petty cash purchase may be made by cash from personal funds or in cash from funds temporarily withdrawn from the Bursar's Office Petty Cash Fund. To temporarily withdraw funds from the Petty Cash Fund, the person that will be making the purchase must complete appropriate documentation as determined by the department's (or Bursar's) Petty Cash Custodian.

Reimbursement Procedures

Upon completion of the purchase, a completed **Request for Petty Cash** form with the box indicating "Petty Cash/Reimbursement" checked with the following information must be presented to the Petty Cash custodian in the department or the Bursar's office:

-
- Appropriate accounting distribution
 - Signature of the individual authorized to approve departmental purchases
 - Signature of the individual purchaser
 - An attachment of the vendor's customary receipt that includes:
 - Vendor name
 - Date of purchase
 - Items purchased
 - Price per item
 - Total price

Upon verification of the completed form and receipt(s), the petty cash expenditure will be reimbursed by the petty cash custodian. If a petty cash advance had been obtained for this purchase, then the resulting net cash amount will either be returned to the Petty Cash Fund or to the individual as appropriate. The advance form and the **Request for Petty Cash** form will be retained by the petty cash custodian, and will become part of the filed documentation of the petty cash fund.

The **Request for Petty Cash** form may be found on the CSU web site at <http://www.clayton.edu/bursar/forms>.

8.6 Bank Account(s) for General Operations

Clayton State University has one operating bank account, which is used for all non-payroll cash transactions. Payroll operations are accomplished by ADP (Automatic Data Processing, Inc.) through a contract with the University System of Georgia. As payrolls are generated, ADP initiates a wire transfer from the university's payroll bank account to the ADP account to cover the cost of the payroll.