



Cash Handling II: Operational Procedures WBT Quick Reference Guide

Updated 01/2022

Related Business Procedures Manual Policies

- E-2-1: Treasury Operations Manual
- E-2-2: Investment Earnings Policy
- E-2-10: Collection of Amounts Owed to the University from Overpayment
- E-2-11: Cash Payments Over \$10,000
- E-1-2: Requests for Exceptions to Business Procedures
- E-1-3: Fiscal Roles and Responsibilities
- E-1-4: Internal Control
- E-17-6: Reconciliation and Review of Financial Transactions

Related Kentucky Revised Statutes

- KRS 164A.550-164A.630: Financial Management of Institutions of Higher Education
- KRS 45: Budget and Financial Information
- KRS 45A: Kentucky Model Procurement Code
- KRS 514.070: Kentucky Criminal Code

Safekeeping Device Access

Must have 2 people present.

Both employees must verify the amount that is being taken out of (or placed in) the safe.

Both employees must sign the Safe Log documenting:

- the contents of the safe when opening
- attesting to the amount being added to the safe when closing

Scan and electronically store a copy of the safe log nightly.

BPM E-2-1

Campus Deposits must be made:

- when cash receipts are \$500 or greater
 - If the cash threshold of \$500 is not met, cash can be stored in a safekeeping device
- on the last working day of the week
- the last working day of the month

UK HealthCare deposits are not contingent on the amounts and are required to be made daily.

BPM E-2-1

Checks should only be accepted for amounts owed to the university and the payee line should include:

- University of Kentucky, UK, UK Healthcare, UKHC, or UK Dentistry.
- Checks accepted at UK Healthcare Retail Clinics should include KMSF in the payee line.
- For UK North Fork Valley Community Health Center and JB Retail Pharmacies the payee should be UKNFVHC.

Additional Resources

[Treasury Services](#)

[PCI DSS](#)

UKHC: Send email to request [POS Bundled Tip Sheet](#)

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Quick Reference Guides are not complete descriptions and are not to be used in place of the Business Procedures Manual (BPM). It is each employee's responsibility to know all proper procedures as per [UK's BPM](#) and other governing guidelines.