



Cash Handling III: Deposit Process WBT Quick Reference Guide

Updated 08/2024

Related Business Procedures Manual Policies

- E-2-1: Treasury Operations Manual
- E-22-1: Policies and Procedures for Soliciting, Receiving, Recording, and Acknowledging Gifts
- E-1-4: Internal Control
- E-17-6: Reconciliation and Review of Financial Transactions

UK HealthCare Procedures

POS Bundled Tip Sheet

Preparing the Deposit: Separation of Duties

The first employee:

- Counts the cash receipts
- Creates a transmittal
- Prepares the deposit

A separate employee:

- Counts the receipts
- Verifies the total matches the daily sales record
- Reviews the transmittal for accuracy

Both employees sign the transmittal verifying the amounts and information are correct. BPM E-2-1

Deposit Assembly

Print Transmittal

- Two copies needed for deposits being made at Treasury Services
- A copy should be retained in department deposit records

Complete Deposit Ticket

- White – Placed inside tamper-resistant bag
- Yellow – Attached to transmittal for Treasury Services
- Pink – Retained in department deposit records

Place funds for deposit in tamper-resistant bag

- Complete deposit information on the outside
- Retain perforated strip from deposit bag in department deposit records

Deposit Delivery

Deposits can be delivered for deposit:

- **Treasury Services**
Room 356 of the Frank D. Peterson Service Building
- **Deposit Kiosks**
Gatton Student Center, Funkhouser, and Ag Science North buildings
- Local **PNC Bank** or approved **Out-of-town** bank branches
- **PNC Deposit On-Site**
remote check scanning
- **Armored courier service**
arranged pick-up via University contracted service

UK HealthCare

Deposits should be taken to either

- the KY Clinic safe
- Good Samaritan safe
- designated central safe location for courier pickup

Optical Shop and Retail Services

deposits are to be placed in KMSF/Central Bank lockable bank bags for courier pick up

Gift Deposits

Any funds considered gifts to the university requires supporting documentation to be sent to the Office of Philanthropy within twenty-four hours after they are deposited.

BPM E-22-1

Post Deposit

- Retain all deposit documentation for department's records
- Keep a deposit log with documentation
- Per transmittal, a separate employee reconciles to verify amount and posted to correct funds center and GL accounts

Additional Resources

[Treasury Services Website](#)

[Records Retention Policy](#)

[SmartAHD Deposit Kiosk](#)

[POS Bundled Tip Sheet](#)

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.