

School of Pharmacy
CASH RECEIPTS PROCEDURE

The School of Pharmacy Cash Receipts Procedure is to be used for deposits to the University and to the UMB Foundation. It is a fill-in-the-blank form. Each department is responsible for completing and maintaining an updated form documenting those individuals within their unit involved in this process. Each person listed on the form should be trained and should receive a copy of the form for their reference.

All deposits follow the attached School of Pharmacy Cash Receipts Procedure.

Gift deposits need to receive proper acknowledgement. The campus and the School's OEA office manage acknowledgement letters. If department sends their own letter, please provide copy of letter and check to School OEA office.

(Department Name)

- A. **1)Receives check for deposit**
Immediately endorses check with UMB or UMBF stamp _____
2)Prepares deposit form (UMB: Attachment B or UMBF: Attachment C) with appropriate documentation (original and 1 copy), and gives to employee B. _____
3)Prepares log of checks in shared drive. Write access to the log should be limited to employees listed in A and D. (**Attachment A: Log Template**) _____
4) Enters into IT Works _____

NAME and Affiliation: (note: same employee can do items 1 through 4 or can be different employees)

- B. **Review deposits for:** 1) gift, 2) sponsored agreement contract payment, 3) other.
Signs and dates approval line and
Forwards packet to employee C.

NAME and Title:

- C. **Submits deposit form and associated checks to appropriate location** within one day.
Gives complete copy of deposit and receipt to employee D.
If gift, give copy of thank you letter to School's OEA

NAME:

- D. **Reconciles UMB** receipt from employee C with log in shared drive.
Maintains check log.
Records receipt information in IT Works

NAME:

- E. This step managed by Campus and School OEA.
Send gift receipt to donor.
Send thank you letter according to School policy.
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