

DATE: July 30, 2010
TO: Executive Committee Members, Assistant Vice Presidents,
Chairs, Directors, Department Heads, Assistants to the Deans,
Vice Presidents, and Departmental Administrators
FROM: Harry S. Lynch, Jr.
Executive Vice President for Business Affairs/CFO

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SUBJECT: Cash Management and Cash Handling Policy and Procedures

In an effort to ensure compliance with UT System policy *UTS166 Cash Management and Cash Handling*, the Health Science Center has developed guidelines for employees responsible for cash management transactions including deposits, cash handling, and petty cash within a department. The Office of the Bursar has developed training documents related to Petty Cash Funds and Cash Handling procedures. These training materials summarize *UTS166* and should be viewed by employees responsible for handling cash receipts.

In addition to the training material, the Office of the Bursar has developed a "Cash Handling Evaluation Checklist." This checklist should be used by departments as a tool to ensure they are in compliance with the institutional policies and the *UTS166* policy.

Certification of compliance with *UTS166* will be included in the institution's annual financial certification provided to the CFO by each Executive Committee member. The request to complete the annual financial certification will be sent to each EC member in August 2010.

Training materials and the Cash Handling Evaluation Checklist can be found at <http://www.uthscsa.edu/business/bursar/cashtr.html>. The training currently available on the Bursar's website will be offered through the Knowledge Center in the Fall 2010.

If you have any questions related to cash handling policies and procedures, please contact Mercedes Garcia, Bursar, at BursarAdmin@uthscsa.edu.

Please distribute this bulletin to all members of your staff that are responsible or involved in cash management or cash handling within the department.