Purpose

The purpose of this operating procedure is to establish procedures for the College of Arts & Sciences Integrated Business Units (IBUs) regarding check and cash transmittals in accordance with BPM E-2-1.

Definitions

- **WAGGLE**: College of Arts & Sciences’ internal ordering system; web-based and is located on A&S IBU website found [here](#). Only Arts and Sciences staff have access to this system which requires employee’s linkblue ID and password to access. Each request creates a number “story” that the end user is associated with and will receive emails as the story is updated by the IBU, Department Managers, or other A&S staff.

- **Cash**: U.S. coin and currency.

- **Cash Equivalent**: Checks drawn on U.S. banks and issued in U.S. dollar values, ACH credit transactions, credit card sales draft, wire transfers and foreign funds (currency or check).

- **IBU**: Integrated Business Unit, owner of all financial functions.

- **DM**: Department Managers, owner of all academic and department functions

- **Resource Email**: Emails for each IBU ([scienceibu@uky.edu](mailto:scienceibu@uky.edu) [potfinance@uky.edu](mailto:potfinance@uky.edu) [kasfinance@uky.edu](mailto:kasfinance@uky.edu) [aspayroll@uky.edu](mailto:aspayroll@uky.edu) [ASGrants@uky.edu](mailto:ASGrants@uky.edu))

Policy

**Department Responsibility:**

The Department Manager, Chair, and/or faculty/staff designee is responsible for receiving cash and cash equivalent on behalf of the University for gifts, goods or services. The department is responsible for providing receipts for cash/check received. When cash or checks are received, the DM or other designee will:

1. Deliver all cash and checks received to the IBU no later than 3:00 in the afternoon.
   a. **NOTE**: if cash/checks are received after this time, the department is responsible for securing them in a secure location until the next business day when they can deliver it to the IBU.
2. Provide the account name/number for the funds to be deposited into.
3. Provide business purpose of funds.
4. Provide any other documentation provided with the deposit (ie. Gift notification, invoice, etc.).
IBU Responsibility:

The IBU is responsible for creating and submitting the deposit to Treasury Services. Once cash/checks are received in the IBU, the appropriate IBU Staff will prepare the deposit. All cash/checks received in the IBU will be deposited that business day.

1. Endorse checks immediately upon receipt as follows:
   For Deposit Only
   University of Kentucky
   Department Name -- Department Number
   Restricted Trust Account Number
   a. The endorsement may be applied by a stamp or written on each check.

For Treasury Deposits:

1. Prepare check transmittal in myUK using control log number, GL, and cost center provided by department.
   a. Create Waggle ticket listing department, cash/check amount, cost center, and GL code
   b. Log the deposit into the appropriate department’s control log on the Transmittals tab.
   c. Log the deposit into the appropriate account spreadsheet.
2. Prepare deposit slip for each check transmittal as follows:
   a. C – transmittal number (from cash/check transmittal)
   b. Cash in ascending order (ones, fives, tens, etc.)
   c. Endorsed checks facing the same way
   d. Adding machine tape in the same sequence as the checks
3. Ensure check is endorsed and transmittal form is signed by authorized personnel.
4. Make a copy of the check transmittal form, deposit slip, checks, and any other backup provided with check. Staple everything together and mark as DEPARTMENTAL COPY. Make sure to use a security stamp (Identity Theft Guard stamp) to stamp out the routing and account number on the copies of all checks.
5. Place check along with the white and pink copy of deposit slip in envelope and seal. Write department number, PNC Bank, and amount of deposit on outside of envelope.
6. Staple all the originals together, placing the yellow deposit slip in the back.
7. Place deposit in locked deposit bag along with Departmental Copy.
8. Deliver to Treasury Services in the Peterson Service Building.
9. Upon return, scan copies of the stamped transmittal form, check and deposit slip. Save in the department’s shared folder.

For WBS Element Deposits:

1. Complete a paper-version of the Check Transmittal Form using control log number and WBS element provided by the department.
   a. Create Waggle ticket listing department, cash/check amount, WBS element
   b. Log the deposit into the appropriate department’s control log on the Transmittals tab.
2. Ensure check is endorsed and transmittal is signed by authorized personnel.
3. Make a copy of the originals and mark as Departmental Copy. Staple together the copies of all the originals and place in locked deposit bag along with Departmental Copy.
4. Deliver to Sponsored Projects Accounting in the Peterson Service Building.
5. Upon return, scan copies of the stamped transmittal form, check and deposit slip. Save in the department’s shared folder.
For Gift Deposits:

1. Prepare check transmittal in myUK using control log number, GL, and Endowment Fund provided by department.
   a. Create Waggle ticket listing department, cash/check amount, cost center, and GL code
   b. Log the deposit into the appropriate department’s control log on the Transmittals tab.
   c. Log the deposit into the appropriate account spreadsheet.

2. Prepare deposit slip for each check transmittal as follows:
   a. C – transmittal number (from cash/check transmittal)
   b. Cash in ascending order (ones, fives, tens, etc)
   c. Endorsed checks facing the same way
   d. Adding machine tape in the same sequence as the checks

3. Ensure check is endorsed and transmittal is signed by authorized personnel.

4. Make two copies of the check transmittal form, deposit slip, checks, and any other backup provided with check. Staple everything together and mark one set as DEPARTMENTAL COPY and the other set as DEVELOPMENT COPY. Make sure to use a security stamp (Identity Theft Guard stamp) to stamp out the routing and account number on the copies of all checks.

5. Place check along with the white and pink copy of deposit slip in envelope and seal. Write department number, PNC Bank, and amount of deposit on outside of envelope.

6. Staple all the originals together, placing the yellow deposit slip in the back.

7. Place deposit in locked deposit bag along with the Departmental and Development copies.

8. Deliver to the University Development Office in the Sturgill Development Building.

9. Upon return, scan copies of the stamped transmittal form, check and deposit slip. Save in the department’s shared folder.

Resources:

Treasury Operations Manual