

## **OBTAINING AND USING A UNC CHARLOTTE RECEIPT BOOK**

### **ONLY UNC CHARLOTTE RECEIPTS BOOKS OBTAINED FROM THE CASHIER'S OFFICE ARE ACCEPTABLE**

#### **Obtaining a receipt book**

- Fill out section 1. of the Receipt Book Request Form online found at <http://finance.uncc.edu/resources/forms> and email to [cashiersoffice@uncc.edu](mailto:cashiersoffice@uncc.edu)
- They will receive your request and update the "Cashiers Only" portion of the form. They will then email you and let you know your book is ready for pick up. **Please allow 2 hours for us to log your information and send you a return email that your book is available for pick up.**
- You must be full time faculty or staff to request a book and you must bring your staff ID card with you to pick up your book. You are responsible for this book until it is checked back into the Cashiers.

#### **Depositing Information**

The Daily Deposit and Reporting Law (G.S. 147-77) require the depositing of all funds on a daily basis and to report the same on a daily basis. An exemption may be granted provided the funds to be deposited do not exceed \$250.00 and that they are deposited at least once per week. For additional information, please see Policy Statement 602.4 at <http://legal.uncc.edu/policies/up-602.4>.

#### **Deposit Hours**

Please help us better serve our students by bringing deposits between the hours of:

**8:00 AM – 12:00 PM and 2:00 – 4:00 PM**

#### **Using the Receipt Book**

A receipt must be written when receiving payment in cash or check whether in person or by mail. The receipt book consists of three copies. The top receipt should be given to the payee, the middle copy should stay with the department and the third copy stays in the book for cashier reconciliation purposes. You will need to bring this book to the Cashier's Office each time you make a deposit. On the deposit form you should indicate the starting receipt and the last receipt included in the deposit. The cashier will add these receipts to make sure they balance with the deposit form and initial, date, and write down the Banner receipt number on the last receipt.

If you should need to void a receipt please write VOID in big letters across the receipt and all three copies MUST remain in the book. If the top copy has already been torn out, please staple or tape it back in.

When your event is over or all receipts have been used (whichever is first) please return the book back to the Cashier's Office after all your deposits have been made. The cashier will sign it back in.

If you have any questions regarding these procedures please contact the Cashier's Office at 7-5855.

# University Policy 602.4, Handling Cash, Checks, and Other Monetary Receipts

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## Executive Summary:

All receipts will be substantiated by issuing pre-numbered receipts or tickets, or by the use of a cash register.

All receipts will be substantiated by the issuance of pre-numbered receipts, by the issuance of pre-numbered tickets, by the use of a cash register, or within an electronic system.

## Procedures and Regulations

### 1. Procedures for Receipts

- a. Only UNC Charlotte-issued receipt books for cash and check payments, or the credit card vendor's activity statement for electronic payments, shall be used to account for incoming funds. The Cashiers' Office will issue pre-numbered receipt books upon request. Once issued, the receipt books become the responsibility of the person signing for the book until it is returned to the Cashiers' Office. Issued and outstanding receipt books shall be periodically examined and reconciled by the Internal Audit Department.
- b. The original copy of the receipt will be given to the customer. The second copy is for departmental use. The third copy will be left intact in the book.
- c. Cash and check payment deposits presented to the Cashiers' Office will be recorded on a Cashiers' Cash & Checks Deposit Form and substantiated by the receipt book. Credit card and electronic payment deposits presented to the Cashiers' Office will be recorded on a Cashier's Credit Card Book Receipt Form and substantiated by the credit card vendor's activity statement. Each deposit will represent all funds received since the last deposit. Any cash overages or shortages shall be documented at the time of deposit. The Cashiers' Office copy of the receipt will be maintained in the receipt book until the receipt book is fully used. The department's copy of the receipts will be retained by the department.
- d. All cumulative receipts of \$250.00 or more will be deposited with the cashier on a daily basis. Any undeposited receipts under the \$250.00 limit will be kept in a secured, locked drawer or box until deposited no less than weekly.
- e. Completed or unused receipt books shall be returned to the Cashiers' Office. The cashier will check in the returned receipt book and will issue a new receipt book upon request.
- f. Handwritten corrections are not permitted on any receipt. If a correction or refund must be made, the receipt should be voided. In order to balance a deposit against the receipt book, all copies of voided receipts must be included in the receipt book any time a receipt is voided or a refund is made.
- g. A sign shall be displayed in the areas which normally handle incoming funds to inform the customer that a receipt should be provided upon payment.

### 2. Procedures for Tickets

- a. All tickets are to be pre-numbered and certified by the printer. A copy of the certification should be sent to the Internal Audit Department.
- b. Each series of tickets will have only one value, with the exception of the use of a university community discount stub ticket. The format of the university community discount stub ticket will need to be approved by the Internal Auditor prior to its use.
- c. Under normal circumstances, tickets are to be sold at face value. If not sold at face value, a complimentary or discounted ticket slip will show the event, the date of the event, the original ticket price, the complimentary or discounted ticket price, the number of tickets issued to the individual, the group the individual represents, and the reason for the complimentary tickets. The complimentary ticket slips must also be approved by a responsible individual.
- d. If the use of complimentary ticket slips is not feasible, as when all tickets are discounted, the Internal Auditor should be notified prior to any ticket sales. An agreement must be reached with the Internal Auditor to ensure proper internal control even though the tickets are being sold at a reduced price.
- e. Deposits may be supported by detailed ticket information, including the number of tickets sold at each price. Complimentary ticket information must also be included with the supporting documents.
- f. Unused and unsold tickets must be saved.
- g. At the event, all tickets are to be torn in half. One half of the ticket is to be saved for the Internal Auditor and the other half is to be given to the customer.

### 3. Procedures for Cash Registers

- a. Cash registers will be closed out each day.
- b. The reconciliation of the cash drawer will be back-up documentation for all deposits. In the reconciliation, details for each key on the cash register, the name of the operator, and the name of the individual who reconciled the cash drawer will be included. All deposit documentation shall include a form indicating any overages or shortages in cash.
- c. Separate accounts will be used for each key on the cash register so the deposits are carried over to the revenue line items.

## Revision History:

- Initially approved by the Chancellor July 25, 1977
- Revised February 16, 1987
- Revised August 18, 2010

**Authority:** Chancellor

**Responsible Office:** Business Affairs