

POLICY for CASH/CREDIT CARD RECEIPTS

CASH:

- Complete a Life University Cash Credit Voucher for any cash or checks received in the department for that day. Unless cash is received after the cashier window has closed for the day, there should never be more than \$200 left in a department overnight. Any cash that is not deposited the same day must be safely secured overnight and brought to the Finance department the next day.

- *Please be sure to include the proper account number* in the “Account Number” line on the Cash Credit Voucher (see prepared example). Each Cash Credit Voucher sheet needs to be signed and dated by the person preparing the voucher.

- Cash Credit Vouchers are to be submitted to the Finance office daily. The person delivering the voucher must witness the cashier verifying the amount of cash indicated on the voucher. If there is a discrepancy, the Cashier will write the corrected amount on the voucher, initial the change and have the Submitter initial the change as well. A receipt will be provided to the Submitter while the original documentation remains with Finance.

CREDIT CARDS:

- Complete a Life University Cash Credit Voucher for credit card receipts. This should be on a separate voucher form from cash or checks (see above). *Please be sure to include the proper account number* on the “Account Number” line. Charges are written based on credit card type, specifically separating Mastercard, Visa, Discover & American Express and **MUST** include the card holders name, credit card number, expiration date and 3 or 4 digit security code. Attach the Batch Report Settlement along with credit card receipts. Finance cannot accept credit card vouchers if the Batch Report Settlement sheet is not included (see prepared example).

- Each Cash Credit Voucher sheet is signed and dated by the person preparing the voucher.

- Cash Credit Vouchers are to be submitted to the Finance office daily. If there is a discrepancy, the Cashier will write the corrected amount on the voucher, initial the change and have the Submitter initial the change as well. If an error is found subsequently, the Cashier will notify the Submitter with the correct amount and provide a copy of the correction. A signed receipt will be given to the Submitter while the original documentation remains with Finance.