

UWSP Cash Handling Unit

Memorandum of Understanding

Date:	Contact Name:
Department Name:	Contact Phone Number:
Department ID (UDDS):	Contact Email:
Department Physical Address:	Alternate Contact Name:
Department Head/WISER Manager Name:	Dept. Head/WISER Manager Signature:

Controller Approval:	Date:
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Department Reason(s) for collecting funds, and types of funds accepted:

Safekeeping and Depositing of funds:

- DAILY INTERNAL CONTROLS:

- CHANGE FUND:

- TRANSPORT METHOD:

- SUPPORTING RECORDS/DOCUMENTATION:

- RECORD RETENTION: will keep a copy of completed forms with records of all checks and cash receipts for current year plus six (6) years if department is source.

- CASH HANDLING POLICY:

General Requirements:

- [REDACTED] is aware of and complies with all cash handling policies as described in UWSP's Cash Handling Policy.
- UWSP Financial Operations – Controller's Office provides cash handling training online, however alternative formats are available. Financial Operations is a training and procedural resource to [REDACTED]
Anyone newly responsible for cash handling is required to receive cash handling training from UWSP Financial Operations. Any existing cash handlers with questions are encouraged to review cash handling policy and then contact UWSP Financial Operations - Controller's Office, if needed.
- [REDACTED] does not make payments, pay advances, make loans, or cash checks with funds collected.
- [REDACTED] deposits all funds collected with UWSP at least weekly.
- [REDACTED] does not pay refunds with funds collected. All refunds are submitted and handled by Payment Services.
- [REDACTED] retains records of all receipts, sales, backup paperwork, and deposits for the current year, plus six (6) years. Records related to Merchant Cards are retained for one (1) year.
- [REDACTED] must review and update these procedures at least every 2 years, or when staffing or processes change, and submit updated versions to UWSP Financial Operations – Controller's Office.
- [REDACTED] is subject to a cash handling review by UWS Internal Audit or UWSP Financial Operations at any time. The review may be in person, via a self-reporting form, and surprise in nature.