

4.200 Cash Receipts and Deposits

I. Definitions

Cash receipt: a document used to record the collection of money (currency, coins, checks, etc.) in the financial system.

II. Policies

- A. Checks for deposit to RCUH projects shall be forwarded daily to the RCUH Accounting Office or to the UH Hilo RAPD Office for UH Hilo projects. ALL cash and large check deposits must be hand delivered in person to the RCUH Accounting Office or the UH Hilo RAPD Office.
- B. Cash and checks that are awaiting deposit shall be safeguarded and kept in a secured location.
- C. Checks should be made payable to: Research Corporation of the University of Hawai'i.

III. Procedures

- A. Projects shall prepare the [Cash Receipt Transmittal Form](#) to identify the project number and budget category to be credited, and to document the cash receipts being transmitted.
- B. Electronic Fund Transfers and Wires should reference the invoice number, project number, and budget category. Contact RCUH Accounting for bank routing and wire information.
- C. RCUH Accounting records the cash receipt into the financial system via batch processing. When the entire batch is valid, the cash receipt will be posted to the financial system.
- D. Unidentified cash receipts are temporarily recorded into an internal RCUH account until proper identification is provided or obtained.
- E. Checks made payable to the University of Hawaii in error, and in the amount of \$1,000 or more, should be forwarded to UH Office of Research Services to obtain endorsement to RCUH.

IV. Relevant Documents

[Cash Receipt Transmittal Form](#)

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