



21.01.02.E0.01 Cash and Check Handling Procedures

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Supplements System Regulation 21.01.02

Standard Administrative Procedure Summary

The Texas A&M Engineering Experiment Station (TEES) requires prudent handling of cash and checks to ensure proper custody, recording, and deposit of revenue. This SAP outlines internal procedures for implementing System Regulation 21.01.02, Receipt, Custody and Deposit of Revenues to ensure consistent and compliant handling of cash and check transactions across all TEES departments.

Procedures and Responsibilities

1. GENERAL

TEES personnel must follow System Regulation 21.01.02, Receipt, Custody and Deposit of Revenues. This SAP prescribes procedures for receiving and processing cash or checks for deposit.

2. CASH AND CHECK LOG

All cash and checks received must be listed on a check log at the time of receipt. The log must include the date received, the check number, amount, payer name, and the date the funds were forwarded to the TEES fiscal office. Additional internal information may be included as needed to support reconciliation or internal tracking. A sample check log may be obtained from the fiscal office upon request.

3. RECEIPTS

Per System Regulation 21.01.02, an official receipt must be written for each in-person remittance received by a department. TEES receipt books are issued by the TEES fiscal office. For mailed checks, receipts are not required, but all



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checks must be logged and processed per section 2 to maintain traceability and accountability.

4. ENDORSEMENTS

The collecting department must immediately endorse all checks-business, personal, cashier's, money orders, drafts, traveler's checks, and other negotiable instruments-with "For Deposit Only." TEES fiscal office issues endorsement stamps.

5. TRANSMITTAL OF COLLECTIONS TO TEES FISCAL OFFICE

When transferring cash or checks, the recipient must sign a [Transmittal for Transfer of Funds Form](#) to acknowledge custody. This commonly occurs when the department remit funds to the TEES fiscal office.

6. TIMENESS OF DEPOSIT

6.1 Deposit Requirements

System regulation states that all fees and other charges collected, proceeds of cash sales, and proceeds from all other sources (i.e. travel advance reimbursements, etc.) must be deposited to the TEES fiscal office daily. Departments collecting nominal amounts are exempt but must deposit when funds reach \$200 or at least every three business days, whichever comes first.

6.2 Deposit Waivers

TEES Chief Financial Officer may grant written exceptions to the daily deposit requirement for local income upon documented justification. Waiver must be approved in advance using the Deposit Waiver Form, available from the fiscal office.

Even with a waiver, all funds must still be deposited within seven calendar days of the original date of collection as required by Section 51.003, Texas Education Code.

6.3 Transport of Large Cash Amounts

Cash or negotiable securities (excluding restrictively endorsed and payroll checks) over \$2,500 must be transported with a police escort. Contact the University Police Department to arrange delivery to the TEES Fiscal Office.

6.4 Off-site Deposits



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Departments outside TEES headquarters may hand-deliver deposits or use a locked bank bag (provided by the Fiscal Office) and place it in the secure dropbox in Wisenbaker Room 301. Record the drop date on the log next to the dropbox.

7. SEGERATION OF DUTIES

A single individual should not be responsible for authorizing a transaction, recording it, handling the related asset, and reconciling the account. Departments must ensure proper segregation of duties wherever possible to maintain internal controls.

8. TRAINING

All employees involved in the cash and check handling must complete the training required by the Fiscal Office or as specified in the applicable TEES policies.

Related Statutes, Policies, or Requirements

[Regulation 21.01.02, Receipt, Custody and Deposit of Revenues](#)

Contact Office

Fiscal Office
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