

# Texas A&M University-Commerce

## Sundry Receipt Instructions

An official receipt must be issued to each payer for every payment transaction. The person collecting the payment must issue a receipt. These instructions address **Sundry Receipt** procedures.

Financial Services issue sundry receipt books to each department responsible for collecting payments.

Financial Services shall maintain a log containing the following information:

1. Date the book was issued
2. Department of individual to which the book is issued
3. Receipt numbers of the book issued
4. Date of book return
5. Initials of cashier issuing and receiving book
6. Signature of person receiving book

Sundry receipt books contain sequentially numbered receipts in triplicate. Required information on receipts includes: name, date, campus-wide ID number, amount, and cashier initials. Each cashier's name and phone number shall be listed on the inside cover of a sundry receipt book with their campus-wide ID number and sample initials. The original receipt (*white*) shall be completed in its entirety and issued to the individual payer. The second copy (yellow) shall be removed from the book, separated in numerical order, and included with cash deposits to a Financial Services cashier. The third copy (*pink*) shall remain in the sundry receipt book.

To **Void** a receipt, both white and pink copies should remain in the book and the yellow copy is to be included with the departmental deposit. **Void** must be written on all three copies. Voided copies that have been removed from the book should be returned and stapled to the book. Again **Void** should be written on all copies.

### Deposit of Sundry Receipts

Deposits are required the next working day whenever amount on hand reaches two hundred (\$200) dollars and at least once every three-business days regardless of amount. Persons transporting deposits in excess of \$2,500 must be accompanied by a A&M Commerce police officer.

Approved Departmental Deposit Worksheets should be submitted with the second (yellow) copy of receipts for deposit at Financial Services. Adding machine tapes displaying individual check amounts, receipt amounts and cash amounts should also be included.

A cash receipt will be issued by a Financial Services' cashier in return for the deposit. All deposits should be verified in the presence of the person making the deposit.

**Once a sundry receipt book has been used up (full), the book shall be returned to a Financial Services cashier for replacement. If the sundry receipt book is not full at the end of a fiscal year (August 31), it should be returned to a Financial Services cashier for replacement. The department shall provide a written reconciliation of cash receipts to each sundry receipt book to verify that all receipts have been deposited when returning sundry receipt books to Financial Services.**