



UNIVERSITY OF KENTUCKY

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College of Nursing

Cash Handling Procedures

- 1) Check(s)/Cash will need to be submitted in a sealed envelope along with all supporting documentation and any special instructions. Please be sure supporting documentation provides sufficient information such as who the funds are from, the purpose and the account the funds should be credited too. All funds must always be kept secure and the deposits should be submitted to the business office asap for processing.
- 2) On the outside of the envelope list your name, the date submitted to the business office and the date the funds were received by you. There is a depository safe located in room 315z all deposits will need to be placed in the safe. You will also need to log the deposit on the log which is located on top of the safe. Deposits will remain in the safe until the deposit is prepared. Deposits will be prepared by the business office on an as needed basis.

Please keep in mind that the Universities Cash Operation Policies must be followed; please visit <https://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-2-1.pdf> for detailed information or consult with the College of Nursing business office.

Revision date 09/16/2021

Next Review date 01/01/2022