Published on *University of Colorado* (https://www.cu.edu)

A Better Cash Receipt Form [1]

February 11, 2015 by normandy.roden [2]

Is it new or improved? Let's just say the Cash Receipt form [3] that went into effect on Jan 1, 2015, is easier to follow, easier to fill out, and easier to process.

The Cash Receipt (CR) form is used to deposit cash (paper/coin currency, checks, credit card checks, traveler's checks, money orders, credit/debit card receipts, wire transfers) received by an organizational unit into an appropriate SpeedType.

The revised form is the result of extensive input from the campus bursar's offices, finance (controller's) offices, and University Treasury. It incorporates certain campus-specific instructions to facilitate departmental processing.

Note that there are also campus-specific approaches to acceptance of the old (pre-1/1/15) CR form:

- UCCS and CU System now require that the current form be used. (Older versions of the CR form were accepted at these locations through the end of January.)
- CU-Boulder and CU Denver/Anschutz Medical Campus continue a grace period on processing older versions through March 31. As of April 1, these campuses will require that the 1/1/15 version of the form be used.

Guidance on cash handling, including deposit procedures, is found in the University Accounting Handbook chapter on Cash Control [4] and includes the following:

- After balancing, cash should be deposited on a daily basis to a University SpeedType using the process outlined for the respective campus. Some organizational units take in small amounts of cash on a sporadic basis. In this case, it is permissible to hold the cash in a secure manner until the amount of the cash on hand is $200.00 … or until the end of the week …. or until the month-end cutoff (whichever comes first).
- Deposits should be made more frequently if the cash (not including any approved change fund) is greater than $200.
- Daily cash receipts must be deposited as they were collected and must not be used to pay any expenses.

- Checks cannot be substituted for cash.

We encourage you to familiarize yourself with the rest of the Cash Control procedures [4] … and to be sure to use the most current versions of the Cash Receipt [3]and other forms by always accessing forms from the appropriate website (and not saving forms for re-use on your desktop).

Display Title:
A Better Cash Receipt Form

Source URL:https://www.cu.edu/blog/ouc-news/better-cash-receipt-form

Links
[1] https://www.cu.edu/blog/ouc-news/better-cash-receipt-form [2] https://www.cu.edu/blog/ouc-news/author/752 [3] https://www.cu.edu/controller/policies/cash-receipt [4] https://www.cu.edu/controller/cash-control