



UIUC Cash Handling Biennial Review - Instructions

The purpose of this form is to collect and review the level of cash handling compliance by the various decentralized cash handling units on campus. A Cash Handling Unit is any approved University of Illinois department/entity which receives and deposits cash, cash equivalents, and/or checks on behalf of the University of Illinois.

Please Note: If you are not the appropriate contact for your unit, please contact us so we can update our records and forward the email link to the appropriate person.

The Cash Handling Review form consists of **6** pages, **11-16** questions or fields depending on how you answer. You will have the opportunity to provide additional details, comments, or questions upon completion. All fields and questions that require a response are flagged and you must answer each required question to complete the page.

Please click **[Save Progress]** after completing each page so you do not lose your entered data. Click **[Next]** to advance to the next page of the form.

On page 5 of the form, you will be required to upload your unit's cash handling procedures and a verification of documents submitted form signed by a supervisor. You may want to prepare and collect those items before beginning the form.

Upon submission of the form, University Bursar will review it and contact you if there are any items requiring follow up. In that case, the form will be Rejected and returned to you with the details and you can resubmit the form with corrections/edits. If no follow up or questions, University Bursar will approve the form and you will receive an email confirming receipt and approval.

Thank you for your cooperation.

University Bursar Cashier Operations
UIUC Cashier Operations Office
506 S. Wright Street, Room 100 Henry Administration Building, MC-367
217-333-4870
bursarcashiersuiuc@uillinois.edu



UNIVERSITY OF ILLINOIS SYSTEM

Cash Handling Biennial Review - Contact Information

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Campus: * Urbana-Champaign -- UIUC

Primary Contact Name: * Gail Barkley Primary Contact UIN: * 652261564

Primary Contact Phone Number (include area code): * (217) 300-1473 Primary Contact Email (include full address): * jgbarkle@illinois.edu

Secondary Contact Name: * Janet Smith Secondary Contact Email (include full address): * jsmith6@illinois.edu

Additional Contact Name(s) and Email address(es) (include full address):

Department Manager/Head: * Angela Douglas Department Mgr/Head Email (include full address): * ajdougl@illinois.edu

Department Name: * NCSA Department MailCode: * 257

Department Street/Building Address: * 1205 W. Clark

Department City, State, Zip: * Urbana, IL 61801

If University Bursar has any questions about our cash handling responses or procedures, they should contact (please provide if other than you):

For questions, call (if other than you; and include area code):



Cash Handling Biennial Review - Questions

(Page 3 of 6 of Review Form)

Q1. Our unit is familiar with the OBFS Policies and Procedures Cash handling Section 10, including the online Department Deposit Form. *

Q2. Everyone in our unit who is involved in cash handling responsibilities has completed at minimum Level I - Cash Handling Fundamentals Course. *

Q3. Our unit has documented cash handling procedures and they will be uploaded for University Bursar on Page 5. *

A Cash Handling Unit is: Any approved University of Illinois department/entity which receives and deposits cash, cash equivalents, and/or checks on behalf of the University. OBFS Policy requires that University Bursar have on file, and approve, a copy of each unit's cash handling procedures.

If your unit does not have documented cash handling procedures, please refer to our Sample Template for Unit Cash Handling Procedures for guidance in creating them. University Bursar will contact you when reviewing your submitted form to ensure these are created for your unit.

Q4. Our unit collects payments for the following reasons: *

Q5. Our unit issues receipts when a payment is received in-person. *

Q6. Indicate the average dollar amount of transactions/receipts received in your unit per week. *

Q7. Our unit secures funds in a locking cabinet or safe that has controlled access. *

Q8. Our unit accepts cash for in-person payments. *

Q8A. Please provide details of any overages or shortages that occurred the past 12 months. (Date, Amount, Reason). If None, state that. *

Q8B. Our unit is aware of our responsibilities to comply with IRS regulations related to tracking and reporting individuals who make cash payments of \$10,000 or more over a 12-month period with IRS Form 8300. *

Q9. Our unit accepts checks (in person or through the mail). *

Q9A. Our unit uses a control log or tracking sheet for checks received through the mail. *

Q9B. Upon receipt, our unit places an endorsement stamp or writes our Department CFOAP on the back of a check. *

Q10. Our unit accepts credit/debit cards. *

Q10A. Our unit is familiar with the Merchant Card Policy, including the daily and monthly reconciliation requirements outlined in Section 21 of the OBFS Policies and Procedures Manual. *



Cash Handling Biennial Review - Questions

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Q11. In the following table, please enter the first and last name of the Primary and Secondary team members responsible for the following cash handling responsibilities. The same person may perform multiple duties, but duties need to be varied to ensure segregation of duties and adequate internal controls.

Primary fields are required for all roles listed. Secondary fields, while recommended, are optional.

Receives Cash/Checks, Primary: * Gail Barkley	Receives Cash/Checks, Secondary: Janet Smith
Prepares Receipts, Primary: * Gail Barkley	Prepares Receipts, Secondary: Janet Smith
Prepares Deposits, Primary: * Gail Barkley	Prepares Deposits, Secondary: Janet Smith
Submits Deposits, Primary: * extra help student	Submits Deposits, Secondary: Gail Barkley
Reconciles Daily Receipts, Primary: * Gail Barkley	Reconciles Daily Receipts, Secondary: Janet Smith
Reconciles Monthly Transactions, Primary: * Accountants	Reconciles Monthly Transactions, Secondary: Accountants



Cash Handling Biennial Review - Upload Documents

(Page 5 of 6 of Review Form)

** To Upload a document, click on the **[Browse]** button and locate the file to be uploaded from your computer. Once selected, click on the **[Upload File]** button to add it to the form.

*Cash Handling Procedures 11-16-21.docx

From Q3. Please upload a copy of your unit's cash handling procedures:

From Q3. Upload additional documentation related to your cash handling activities if needed:

Please upload your unit's signed Verification of Cash Handling Documents Form.

*Verification Form FY22 (002).pdf

NOTE: If you indicated on Page 3 that you do not have documented cash handling procedures in your unit, you do not have an option to upload documents. If you want to change your answers on Page 3 because you do have cash handling procedures, please click on the **[Previous]** button below.



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UIUC Cash Handling Biennial Review - Submit Form

(Page 6 of 6 of Review Form; Electronically Sign on Next page)

Thank you for completing the UIUC Cash Handling review form.

To submit your form to University Bursar, click **[Next]** and you will be asked to electronically sign the form. You will have an opportunity at that point to view, print, and/or save a PDF copy of the form for your records.

Once the form is reviewed by University Bursar, **you will receive an email confirming the form was rejected (if there are any follow up items) or approved.**

If you have any comments or suggestions about this form, the process, or any cash handling policies, please contact us at:

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217-333-4870
bursarcashiersuiuc@uillinois.edu

Thank you for your cooperation!

We value your feedback. Please let us know if you have any questions or if you have suggestions about improving this online Cash Handling Review Form. Thank you -

******* The Following Section for University Bursar Use Only *******

University Bursar Decision:

University Bursar Comments:

Cash Handling Primary
Signature

Electronically signed by Gail Barkley on 11/19/2021 11:16:16 AM