Payment Receipt Handling Procedure Guide

A companion guide to University policy 6010, Cash Handling and 6340 Payment Card Industry Data Security Standard (PCI DSS) Policies

Official Record: The Official Record of the University is Oracle Financials Cloud (OFC).

Procedures for all types of funds received

Gifts/Contributions: All charitable gifts/contributions are to be processed by and deposited to the Boise State Foundation.

Receipt Requirements: All departments must use approved receipts for transactions. A receipt must be given for all transactions regardless of payment type.

Deposit Requirements

Timing of Deposits: Revenues should be deposited daily for amounts greater than or equal to $200. Amounts less than $200 must be deposited at least weekly in a Boise State University account. This is required per State of Idaho Board of Education policy.

Cash Over/Short Account: Cash Over/Short Account (892550) must be used to account for discrepancies between receipts. Please refer to departmental deposit instructions.

Safekeeping of Funds

Cash Security: Reasonable measures should be taken to ensure that proper security is maintained on cash drawers and/or tender held by a department. Reasonable security includes, but is not limited to, cash being attended at all times and locking up cash held overnight. Cash should be physically protected through the use of vaults, locked cash drawers, cash registers, locked metal boxes, etc.

Use of a Safe: A safe should be utilized when cash balances are sufficient to warrant such a security measure.

Robbery: All staff receiving cash should be trained on actions to take during an emergency. The University Office of Emergency Management maintains an emergency actions manual in which all staff must be trained. In the event of a robbery, the unit that has been robbed is required to contact University Security (426-1453), Treasury Services (426-2864) and Internal Audit (426-3131) as soon as it is safe to do so.

Armored Car Service Pickup

Use of Armored Car Service: Departments that collect money on a regular basis s request and/or be required by Finance and Administration to use the University-selected armored car service to transport that money to P&D. Contact P&D for more information or to establish a new stop.

Reconciliation Requirements

P&D: Payments & Disbursements is responsible for confirming that departmental deposits equal the cash received prior to recording deposits in the Official Record.

Departmental: Each department that handles cash should reconcile deposits recorded in OFC to the deposit transmittal receipts from P&D monthly. Reconciliations can be performed using the Official Record departmental detail report or departmental summary report.

Discrepancies: Discrepancies should be communicated to the ffice for corrections.

Grant Funds

All grant funds should be received in the Office of Sponsored Programs. If your office receives a grant fund payment by mistake, please forward it to the Office of Sponsored Programs (Mailstop: 1135). These checks should not be deposited into bank by other departments.

Accounts: All University accounts must be approved by Treasury. Departments may not create nor maintain a bank account separate from the University.

Cash Payments Received

c. Credit cards must not be charged until the good or service is delivered with the exception of student accounts which must be paid in full prior to course completion whether or not the student completes the course.

Establishing a Merchant Account

To estab
Accounts . See Payment Card Industry Data Security Standard (PCI DSS) Policy 6340.

Decommissioning of Computer Systems and Electronic Media Devices

When a computer system or media device that was used for credit card processing is taken out of production, it must be sanitized of all sensitive data. Contact the Office of Information Technology (OIT) for details.

Training and Certification

Employees who are given access to cardholder data shall be required to complete upon hire, and at least annually thereafter, security awareness training focused on cardholder data security.