Details Regarding the Changes in Cashiering Activities

Beginning October 1, 2012, the Cashier Office service window located at 300 Asbury will be closed. This change will affect the procedures surrounding departmental deposits, credit card payment processing, employee cash reimbursements, and student tuition payments previously made at the cashier window.

Detailed Procedures

Departmental Deposits

1. Departments will make all deposits at the Capital One Bank located on campus in the Butler Pavilion Tunnel. Please note that only the Capital One Bank branch on campus is accepting American University departmental deposits.
2. A Departmental Deposit form (attached to this e-mail) and a Capital One Deposit slip (provided by your business office) are both required in order to make a departmental deposit.
3. The staff member must electronically complete the departmental deposit form in its entirety including individual amounts, descriptions, and GL accounts for each piece of the deposit. After completing the departmental deposit form, print and sign the form.
4. The Capital One Bank deposit slip must also be completed. Enter a total for both checks and cash on the deposit slip and then provide an overall total on the bottom of the deposit slip in the total section. Be sure to clearly write your name and date on the slip. Attach the deposit slip to your departmental deposit form.
5. Take your deposit “package” to the teller window at the Capital One Bank branch on campus.
6. The teller will deposit the funds directly into the University’s operating account and provide you with a receipt and a copy of the Capital One deposit slip to keep for your records. The teller will also place the AU Departmental Deposit Form and a copy of the Capital One deposit slip in the AU Deposit drop box.
7. The following day, the accountant in Student Accounts will pick up the departmental deposit forms from Capital One Bank and post the funds to the general ledger accounts in Datatel. Please note, that deposits will be credited to the general ledger by the close of business on the day following deposit.

Credit Card Payment Processing

All processing of credit card payments will now take place in each of the schools and/or departments. Additional information regarding procedural changes, resources, etc. is outlined below.

1. All academic and departmental business offices will be required to obtain their own merchant ID’s and process credit card payments within their School or Department. If you have not already, you should have your School’s business/budget officer contact Bob Carter (rcarter@american.edu) in Treasury Operations immediately to obtain a merchant ID to allow your department to process the credit card transactions that you were previously taking to the Cashier’s window.
2. Once you have requested the ability to process credit cards, the Office of Treasury Operations will provide you with the appropriate equipment and train the departmental staff how to properly process the credit cards payments.

3. Proper training and control will allow the University to move toward PCI compliance, which is a significant priority for the University.

**Expense Reimbursement Processing (referred to as Petty Cash Reimbursement)**

Over time, the number of employee cash reimbursements being handled at the University cashier window has escalated significantly. This has been a long standing internal control issue since the cashier office does not have the ability to verify departmental approvals. Therefore, going forward, these expense reimbursements will be handled by departmental petty cash funds or by expense reimbursements through Accounts Payable where the appropriate approvals can be verified.

1. All academic and departmental business offices will be asked to obtain a Petty Cash fund to reimburse smaller payments to employees. In order to set up a Petty Cash Fund, please contact Accounts Payable at X2840.

2. If the school or department does not wish to manage a petty cash fund, employees/individuals can accumulate expenses up to $25, at which point, Accounts Payable can accept an Employee Reimbursement request.

**Student Tuition Payments**

Tuition payments made in person on campus will no longer be made at the cashier window. Tuition payments made on campus via check can be taken to the tuition drop-box in AU Central located on the 2nd Floor of the Asbury building.

1. The student will place their tuition check in a pre-addressed envelope available at AU Central.

2. The envelope should be placed in the Tuition Drop Box located behind the AU Central counter.

**Contacts**

For any questions regarding the above changes, please contact the following people:

Departmental Deposit Procedures – Barbara Logan, blogan@american.edu, X1555

Departmental Deposit Accounting or Specific Deposit Details – Shannon Floyd, floyd@american.edu, X3588

Credit Card Payments – Bob Carter, rcarter@american.edu, X2715

Petty Cash Funds – Michael A. Harris, maharr@american.edu, X2859

Student Payments – Darrell Cook, dcook@american.edu, X3546