

Oklahoma State University Policy and Procedures

COLLECTIONS, DEPOSIT AND CONTROL OF CASH, CHECKS OR CREDIT CARDS RECEIVED IN THE NAME OF OKLAHOMA STATE UNIVERSITY	3-0331 ADMINISTRATION & FINANCE February 2019
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POLICY AND STATE LAW

1.01 All collections made or receipts received in the name of Oklahoma State University (OSU) by an officer or employee of OSU shall be deposited with the OSU Office of the Bursar into a properly designated account on the same banking day as received. (Title 62, Oklahoma State Statutes, Section 34.57). If collections are received during a weekend or holiday, the monies will be kept in a secured environment and must be deposited with the OSU Office of Bursar on the ensuing working day.

1.02 Title 62, Oklahoma State Statutes, Section 34.57 sets out:

- A. There is hereby created in the official depository in the State Treasury an agency clearing account for each state officer, department, board, commission, institution or agency of the state, hereinafter referred to collectively as state agencies.
- B. It shall be the duty of each state agency, officer or employee, to deposit daily in the agency clearing account, or agency special account, established under Section 7.2 of this act, all monies of every kind, including, but not limited to:
 1. Tax revenues;
 2. Receipts from licenses, examinations, per diem and all other reimbursements, fees, permits, fines, forfeitures and penalties; and
 3. Income from money and property, grants and contracts, refunds, receipts, reimbursements, judgments, sales of materials and services of employees, and non-revenue receipts, received by a state agency, officer or employee by reason of the existence of and/or operation of a state agency.
- C. All such monies collected pursuant to this policy shall be deposited as follows in the agency clearing account or agency special account established therefor:
 1. Receipts of One Hundred Dollars (\$100.00) or more shall be deposited on the same banking day as received; and
 2. Receipts of less than One Hundred Dollars (\$100.00) may be held until accumulated receipts equal One Hundred Dollars (\$100.00) or for five (5) business days, whichever occurs first, and shall then be deposited no later than the next business day.

- a. Each department that has custody of cash, checks, or other such receipts or funds must provide for adequate safekeeping of the funds and maintain documented internal control policies.
 - b. No disbursements shall be made from such receipts prior to this deposit.
 - c. All checks received must be restrictively endorsed immediately upon receipt.
- D. The State Treasurer, or OSU on behalf of the State Treasurer, is authorized to accept deposits directly into the State Treasury, or designated agency fund account, consisting of cash, bank drafts, bank cashier's checks, federal treasury checks and other forms of remittance which are uniformly honored for payment. All checks, drafts, orders and vouchers, upon deposit, shall be credited and cleared at par value. Should payment be refused on any such check, draft, order or voucher, or should the same prove otherwise worthless, the amount thereof shall be charged by OSU, as designated by the State Treasurer, against the account previously credited or an account designated by OSU.
- E. OSU shall not accept any warrant, check, order or voucher drawn against any state fund or account in favor of any individual or other person except the state officer, department, institution or agency for which the account or fund the deposit is made. A student enrolled at OSU may endorse a warrant, check, or voucher drawn against a state fund to OSU as payment of any fees or other accounts due the University. An employee of Oklahoma may endorse a warrant, check, or voucher drawn against a state fund to OSU as payment of any fees or other accounts due the University.
- F. OSU shall transfer monies deposited into the University's agency clearing accounts into the State Treasurer accounts. Unless otherwise directed by the State Treasurer, no money may be disbursed from the agency clearing account for any other purpose, except in refund of erroneous or excessive collections and credits.

1.03 As a recommended business practice to detect fraud, OSU requires employees receiving cash, access to cash, depositing cash over the counter, through the mail, and/or recording or accounting for cash transactions to take at least 5 continuous days (to be taken at one time) of leave each year. Leave is granted as provided in leave policies of the respective institutions and/or the Board of Regents. Cash includes checks and credit cards (money or its equivalent paid for goods or services).

1.04 Departments establishing themselves as Credit Card Merchants

- A. This policy is applicable to OSU departments wishing to conduct e-Commerce by the Internet, automated telephone processes, freestanding kiosks, or person-to-person using an e-commerce application such as credit/debit/smart cards. See P&P 3-0336 Electronic Commerce at Oklahoma State University for further guidance.
- B. The Office of the Bursar has been designated as having oversight responsibility for the financial administration of bankcard commerce and works closely with Financial

Information Management (FIM), who has oversight responsibility for payment card industry (PCI) compliance.

- C. OSU departments that wish to establish themselves as a credit card merchant must make a formal request through FIM). A "Merchant Account Request Form" application may be obtained at <http://ecommerce.okstate.edu/forms>.
1. Upon approval, the credit card merchant service will be established. If the department wishes to utilize a website for credit card sales, the department must have the website certified as "secure" by OSU's Information Technology Division and meet all e-commerce and security requirements of the University. The use of the website must meet with University standards for electronic commerce. (See e-Commerce OSU P&P 3-0336.)
 2. For security purposes, customer credit card numbers or other personally identifiable information must not be retained on University web servers. If needed for a business purpose, then this information must be maintained in a confidential, secure storage area with limited access in compliance with PCI standards.
 3. Violations of this policy, the e-Commerce policy, or numerous fraudulent charge backs could result in the department's credit card merchant deactivation.

1.05 The Office of the Bursar must approve any exceptions to this policy. Internal Audit will be notified by the Office of the Bursar if irregularities are suspected.

April 2008
June 2018

Approved by:

E-Team, February 6, 2019