

Brown University
Cash and Check Best Practices

Cash:

- Cash should not be accepted by any department without the prior authorization of the Cashiers' Office. The Cashiers' Office will work individually with departments to ensure proper cash controls should the need arise.

Checks:

- Examine the check to ensure the following:
 - The check has not been altered and if any changes did occur, the initials of the maker are next to each modification.
 - The check is signed.
 - The signature on the check agrees with the pre-printed name.
 - There is a maker address and phone number on the check - *especially important in the case of a temporary check for a newly opened checking account.*
 - The bank in which the check is drawn is indeed stated on the check along with the bank address.
 - The check is made payable to Brown University. Third-party checks are not accepted. *A third party check is made payable to someone other than Brown University, but presented to Brown in lieu of a payment. Please call the Cashiers' Office if you have any questions @ (401) 863-1280.*
 - The numerical amount agrees with the written amount (also known as the legal amount) - *checks are processed by the bank using the legal amount.*
 - The check is not post-dated.
 - The check is valid (*i.e. not valid after 90 days*) - personal checks are normally valid for up to six months and business checks for up to a year (this can vary).
- Restrictively endorse the check immediately. Proper endorsement should say "For Deposit Only to Brown University". If your department handles a fair number of checks, you may want to consider ordering an endorsement stamp through Office Max.
- Write the FRS account number where the check is going to be credited on the back of the check. This makes it easily identifiable if it should become separated from the rest of the deposit, ensures proper department credit and aids in research if the check should be returned by the bank for any reason.
- Deposit of the checks should be delivered to the Cashiers' Office or the bank (if those arrangements have previously been made through the Cashiers' Office) within two business days. For deposits containing multiple checks, please attach a calculator tape tallying all checks. It is recommended that the calculator tape be ran twice. Once for the deposit going to the Cashiers' Office or bank and a second time to verify the accuracy of the deposit total and to be retained with departmental documentation.
- If the deposit is held in the department overnight, it must be kept in a safe, locked desk or file cabinet. **Cash and checks must not be held in the department beyond the two business day requirement.** If a department is in receipt of a check they do not know how to handle, it should be delivered to the Cashiers' Office for research and proper credit.
- Maintain adequate support documentation for each deposit in your department files. A copy of the checks and a listing of the checks in the deposit should suffice. This documentation may be needed for internal research or audit purposes. Attach the deposit receipt generated by the Cashiers' Office to your documentation. *Note: the transaction number on the receipt will be the same as the reference number that will appear on your general ledger. This number is a key to assist in timely research.*

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