
CASH POLICIES

- 1501 Banking Relationships
- 1502 Working Capital Management
- 1503 Signatory Authority
- 1504 Deposit of Cash Receipts
- 1505 Facsimile Signatures
- 1506 Imprest Balance Accounts – Petty Cash
- 1507 Imprest Balance Accounts – Separately Administered Bank Accounts
- 1508 Imprest Balance Accounts – Check Cashing Accounts
- 1509 Wire Transfers
- 1510 Temporary Investment Fund (TIF) Interest Payment Policy

1501 BANKING RELATIONSHIPS

Effective: December 1986
Revised: April 2018
Last Reviewed: April 2018
Responsible Office: Treasurer
Approval: Treasurer

PURPOSE

The Vice President for Finance and Treasurer is responsible for the efficient operations of the University's banking relationships.

POLICY

1. The Vice President for Finance and Treasurer of the University is responsible for opening and closing all bank accounts for all parts of the corporation, including the Hospital of the University of Pennsylvania. This includes any bank accounts, merchant accounts, external financing arrangements (loans, letters of credit), safekeeping agreements (securities, safe deposit boxes) and receipt processing arrangements (lockboxes).
2. All bank accounts and similar arrangements with banks must be reported annually by the Office of the Treasurer to the Budget and Finance Committee of the Board of Trustees for their review.

1502 WORKING CAPITAL MANAGEMENT

Effective: December 1986
Revised: April 2018
Last Reviewed: April 2018
Responsible Office: Treasurer
Approval: Treasurer

PURPOSE

To ensure that adequate working capital is available for operations.

POLICY

1. The Office of the Treasurer is responsible for assessing the cash necessary to meet daily obligations and provide for these requirements from sources (unrestricted funds, restricted funds, short-term loans) that maximize the University's return on assets.
2. Schools/Centers are responsible for notifying the Office of the Treasurer when purchasing an asset of property or equipment that is covered under policy #2311.
3. Acquisition of real estate requires at least a 2 day notice for payment processing.
4. All requests for cash disbursements must be made the prior business day by the close of business to Accounts Payable with proper approvals, with the exception of Human Resources/Benefits and debt service requests. Human Resources/Benefits and debt service requests for payment must be made by 10AM the day of payment to the Office of the Treasurer, with proper approvals.

1503 SIGNATORY AUTHORITY

Effective: January 1989
Revised: April 2018
Last Reviewed: April 2018
Responsible Office: Treasurer
Approval: Trustees

POLICY

1. All checks written on University accounts in the amount of \$50,000 or more must have two signatures, one of which must be the Vice President for Finance and Treasurer, Associate Treasurer, Executive Director of Financial Systems & Training, or Executive Director of Risk Management.

Signing authority is determined by the Vice President for Finance and Treasurer or Executive Vice President.

1504 DEPOSIT OF CASH RECEIPTS

Effective: December 1986
Revised: May 2017
Last Reviewed: May 2018
Resp. Office: Treasurer
Approval: Vice President for Finance and Treasurer

PURPOSE

To establish sound cash management practices and safeguard cash receipts against theft or loss.

POLICY

1. All cash and checks received must be deposited with the University Cashier's Office on the day of receipt. Cash or checks received over the weekend must be retained in a secured location and deposited the next business day.
2. Cash Depositors must hand deliver the deposit in a sealed security bag to the Cashier's Office and wait for a receipt.
3. Depositors cannot exchange cash deposits with a personal check.
4. Deposits that include \$20.00 or more in coin must be on a separate deposit and must not have any other currency (cash/checks) included on the deposit.
5. Depositors making a cash deposit will not receive cash back from a deposit.
6. The University of Pennsylvania is required, under section 60501 of the Internal Revenue Code, to file Form 8300 (Report of Cash Payments in the amount of \$10,000.00 or greater) within 15 days of receipt of cash from an individual or corporation in one or more related transactions.
7. Depositors must endorse checks immediately with their department endorsement stamp.
8. Depositors must include an adding machine tape.
9. Depositors must limit their deposit to 100 checks per deposit.
10. Deposits that include a foreign check must be prepared on a separate deposit and must not have any other payments included on the deposit.
11. Depositors must ensure that checks are prepared accurately. This includes:

- a. checks are signed
 - b. check dates are not post dated
 - c. numeric amount and the written amount are consistent. The Cashier's Office will give credit for the written amount of the check
12. Departments will be charged a returned check fee for any check that is returned unpaid for any reason.
13. Depositors must notify the Cashier's Office if they do not receive an electronic receipt within two business days.
14. It is the responsibility of the Financial Administrator to reconcile deposit accounts on a monthly basis, consistent with financial [policy #1402](#).

Depositors must notify Public Safety of stolen cash or checks.

1505 FACSIMILE SIGNATURES

Effective: December 1986
Revised: May 2017
Last Reviewed: May 2018
Resp. Office: Treasurer
Approval: Vice President for Finance and Treasurer

PURPOSE

To facilitate the signing of checks when manual signatures are impractical.

POLICY

1. Use of facsimile signatures is restricted to the University's payroll and general operating accounts.
2. The control and use of signature stamps and plates rest solely with the Office of the VP for Finance and Treasurer.
3. Designated facsimile signatures must be approved by the Office of the VP for Finance and Treasurer.

1506 IMPREST BALANCE ACCOUNTS - PETTY CASH

Effective: January 1989
Revised: April 2018
Last Reviewed: April 2018
Resp. Office: Treasurer
Approval: Vice President for Finance and Treasurer

PURPOSE

Petty cash funds are used for expenditures in connection with approved University activities, the amount and significance of which are so small as to preclude requesting disbursement by check. The amount of the fund requested should be limited to minimum operating requirements to prevent theft of the cash.

POLICY

1. The Office of the Treasurer in consultation with the Cashier's Office is responsible for approving and controlling all petty cash funds.
2. The Senior Business Officer of the school/center or assigned designee are responsible for approving and embossing all changes to petty cash funds.
3. The individual with appropriate authorization via his/her transaction authorization card is responsible for ensuring that all expenditures from petty cash are in compliance with University petty cash policy.
4. Human Subject fees of \$100.00 or less per subject may be made from the departmental petty cash funds.
5. A custodian can only be responsible for one petty cash fund.
6. The custodian cannot approve and emboss changes to petty cash, establishing of petty cash fund or replenishment of the fund.
7. The custodian is responsible for controlling and safeguarding the fund.
8. Individuals cannot be reimbursed for sales tax.
9. All petty cash expenditures must be supported by a petty cash voucher slip and a receipt. The petty cash voucher slip must be approved by the custodian and signed by the recipient of the cash. The voucher slip and receipt must be submitted along with the request to replenish the fund.

10. Reimbursement of entertainment expenses of \$100.00 or less may be made from the departmental petty cash funds. Any reimbursement regardless of dollar amount which includes alcohol must be submitted to the Travel Office and may not be reimbursed through petty cash.
11. The responsible department must notify and submit the appropriate paperwork to the Office of the Treasurer when there is a change requested to the petty cash fund.
12. The amount of the fund should be limited to the total of two week's expenditures based on regular activity.
13. All petty cash funds must be replenished at least on a monthly basis and original receipts and voucher slips must accompany all reimbursement requests.
14. Petty cash may not be used for the following:
 - a. disbursements in excess of \$100.00
 - b. Travel expenditures, except for local travel (taxi fare, tokens, etc.)
 - c. personnel services, except for certain human subject fees. (See [Payment of Human Subject Fees](#) policy # 2319.1)
 - d. check cashing fund
 - e. personal loans or salary advances
15. Annually, the petty cash fund should be reconciled on a surprise basis by an Administrative Business Officer or designee other than the custodian.
16. The operating and administration of petty cash funds must adhere to the University's [Internal Control Policy](#) number 2701.
17. Custodians must notify Public Safety of stolen cash.
18. Expenses submitted more than two months (60 days) after being incurred will not be reimbursed without supplemental approval and should not be submitted without an explanation of extenuating circumstances. Extenuating circumstances that prevent submission within the 2-month period are expected to be rare. Circumstances that may justify an exception include:
 - Extended personal illness;
 - Death in the family;
 - Unanticipated extended leave of absence; or

Extenuating (or unusual) circumstances must be explained in the expense report, and approval for the expense report must include supplemental approval.
19. The University will impose various degrees of sanctions for careless or blatant misuse of petty cash funds by the custodian. These being: verbal warning; revocation of custodian responsibilities for a specific period of time or permanently; written warning added to the employee's personnel file; termination of employment and possible criminal and/or civil prosecution for suspected serious infraction of University policy and violation of the law (see Human Resource Policy #621 for further details).

1507 IMPREST BALANCE ACCOUNTS - SEPARATELY ADMINISTERED BANK ACCOUNTS

Effective: January 1989
Revised: April 2018
Last Reviewed: April 2018
Resp. Office: Treasurer
Approval: Vice President for Finance and Treasurer

PURPOSE

The Treasurer may authorize the use of separate bank accounts by certain departments when operational constraints warrant this action.

POLICY

1. The Office of the Treasurer is responsible for establishing, administering and closing all bank accounts of the University.
2. All checking accounts must have two authorized signatories, unless otherwise arranged with the Office of the Treasurer.
3. All authorized signatories must be approved by the Office of the Treasurer.
4. The Business Officer of the school or administrative area is responsible for approving all requests for separate bank accounts and assigning custodians for such accounts.
5. Separately administered bank accounts are to be used only for their intended purpose and are not to be used as a depository for cash receipts or as a check cashing fund except as otherwise approved by the Office of the Treasurer.
6. All separately administered bank accounts should generally be replenished monthly, but must be replenished at least every 90 days, and receipts should accompany all reimbursement requests. If a receipt is unavailable, a Missing Receipt Affidavit should be submitted with the reimbursement request.
7. The custodian of the fund is responsible for (a) the fund's safeguarding and security, and (b) the monthly reconciliation between the accounting system and the bank statement.
8. The monthly bank reconciliation must be submitted to the Office of the Treasurer for review and approval.

9. Each check written in the amount of \$50,000.00 or more must have two signatures, one of which must be the Vice President for Finance and Treasurer, Associate Treasurer, or Executive Director of Risk Management.
10. The operation and administration of separate bank accounts must adhere to the University's internal control policies (see policy no. [2701](#))
11. Any discrepancies or non-reconciled items will be reported by the Office of the Treasurer to the custodian, in writing.
12. The Office of the Treasurer will sign and tickmark its review of the reconciliation.
13. All reconciliations are due to the Office of the Treasurer by the 15th working day of the month. The Assistant Cash Manager will notify the Custodian in writing if the reconciliation is not received in a timely matter. If no response and/or reconciliation is received within 5 business days, the Associate Treasurer will notify the custodian in writing of the outstanding request. All requests for reconciliation that are not received within 15 business days of their due date will be reported as delinquent to the Vice President for Finance and Treasurer and the actions to close the account may be taken.
14. Any accounts that remained unreconciled for more than one reporting period may be closed by the Officer of the Treasurer.
15. Differences must be identified, aged, investigated and explained, with any significant correcting entries recorded in the proper accounting period. Correcting entries that are determined to be immaterial or less than significant, should be recorded in the subsequent accounting period. Differences remaining outstanding for over 90 days that cannot be resolved should be written off.

1508 IMPREST BALANCE ACCOUNTS - CHECK CASHING ACCOUNTS

Effective: January 1989
Revised: April 2018
Last Reviewed: April 2018
Resp. Office: Treasurer
Approval: Vice President for Finance and Treasurer

PURPOSE

Certain accounts are established for cashing checks of University students, faculty and staff.

POLICY

1. The Office of the Treasurer is responsible for approving and controlling all check cashing accounts.
2. The number of check cashing accounts and their dollar amounts are limited to that which is required by the total volume of transactions during normal daily operations.
3. All checks received must be deposited with the bank on a daily basis.
4. Disbursements are permissible only for replenishing the check cashing account. All checks must have two authorized signatures, one of which must be the Vice President for Finance and Treasurer, Associate Treasurer, or Executive Director of Risk Management.
5. Each check written in the amount of \$25,000.00 or more must have two signatures, one of which must be the Vice President for Finance and Treasurer, Associate Treasurer, or Executive Director of Risk Management.
6. Only checks made payable to the presenter shall be cashed.
7. The Office of the Treasurer will establish the dollar limit of checks to be cashed.
8. The cashing of checks requires two forms of identification, one of which must be a valid University identification card.
9. The Office of the Treasurer will determine the appropriateness of using TELECHECK or similar guarantee services.
10. The authority to establish and maintain check cashing fees structures rests with the Office of the Treasurer.

- 11. The custodian of the fund is responsible for (a) the fund's safeguarding and security, and (b) the monthly reconciliation between the accounting system and the bank statement.**
- 12. All bank reconciliations must be forwarded to the Office of the Treasurer for review and approval on a monthly basis.**
- 13. The operation and administration of check cashing funds must adhere to the University's internal control policies (see policy no. [2701](#)).**
- 14. Any discrepancies or non-reconciled items will be reported by the Office of the Treasurer to the custodian, in writing.**
- 15. The Office of the Treasurer will sign and tickmark its review of the reconciliation.**
- 16. All reconciliations are due to the Office of the Treasurer by the 15th working day of the month. The Assistant Cash Manager will notify the Custodian in writing if the reconciliation is not received in a timely matter. If no response and/or reconciliation is received within 5 business days, the Associate Treasurer for Cash Management will notify the custodian in writing of the outstanding request. All requests for reconciliation that are not received within 15 business days of their due date will be reported as delinquent to the Vice President for Finance and Treasurer and the actions to close the account may be taken.**
- 17. Any accounts that remained unreconciled for more than one reporting period may be closed by the Officer of the Treasurer.**
- 18. Differences must be identified, aged, investigated and explained, with any significant correcting entries recorded in the proper accounting period. Correcting entries that are determined to be immaterial or less than significant, should be recorded in the subsequent accounting period. Differences remaining outstanding for over 90 days that cannot be resolved should be written off.**

1509 ACH/WIRE TRANSFERS

Effective: January 1999
Revised: April 2018
Last Reviewed: April 2018
Resp. Office: Treasurer
Approval: Vice President for Finance and Treasurer

PURPOSE

To establish responsibility for and control of cash ACH/wire transfers.

POLICY

UNIVERSITY ACCOUNTS

1. Electronic fund transfers are initiated by Accounts Payable, with the exception of Human Resources/Benefits payments, debt service payments, and tax payments. Human Resources/Benefits payments are initiated by the Office of the Treasurer. Tax payments are initiated by the Tax Office or the Office of the Treasurer. The Office of the Treasurer is responsible for designating individuals who are authorized to initiate wire transfers.
2. Non-repetitive wire transfer requests must be authenticated by an individual other than the initiator. The Office of the Treasurer is responsible for designating these individuals who are authorized to approve wire transfers.
3. Any wire transfer request that can be processed using the Automated Clearing House (ACH) banking system will be processed in that system as determined by Treasury personnel.
4. The Tax Department approves all foreign wire transfer requests.
5. The Cash and Debt Management group monitors electronic transfers to ensure that that were processed through Accounts Payable, Tax, or Treasury.

1510 TEMPORARY INVESTMENT FUND (TIF) INTEREST PAYMENT POLICY

Effective: July 2008
Revised: February 2012
Last Reviewed: May 2018
Resp. Office: Treasury
Approval: Trustees

PURPOSE

Income earned on the University's cash balances is a General University resource. This policy pertains to the payment of a portion of this interest to University Schools and Centers.

INVESTMENT OF CASH BALANCES

The Temporary Investment Fund (TIF) is the investment pool in which the University's operating cash balances are invested primarily to maintain principal and minimize risk, and secondly to earn additional income. The TIF is predominantly invested in short-term funds. The Associated Investments Fund (AIF), by contrast, is invested for longer periods.

POLICY

In order to effectively manage the University's short-term cash position, this policy on the payment of short-term interest applies to the entire University. Beginning July 1, 2008, TIF interest will be paid on cash balances in the following funds only:

Renewal & Replacement (000005) Fund: This fund was established to hold reserves that will be utilized in a future period to fund the renewal or replacement of capital assets. Responsibility Centers may accumulate Renewal & Replacement Fund reserve balances for the following purposes only: investment in new facilities; renewal and/or replacement projects in existing facilities; and large-scale purchases of equipment. This fund may not be used to support regular, ongoing Responsibility Center operational expenses. TIF interest will be paid on the cash balances of this fund on a monthly basis, and will be used defray renewal and replacement costs.

University Bank (000013) Fund: This fund provides a holding account in which Responsibility Centers may place surplus operating balances, and then use those reserves for budget balancing or other programmatic purposes in subsequent fiscal periods. TIF interest will be paid on the cash balances of this fund on a monthly basis, provided the Responsibility Center's General Operating Funds are not in deficit position.

Designated Investment Income (4xxxxx) Funds: TIF interest will only be paid on funds that may not be invested in the AIF per donor agreement. All new funds with such investment restrictions must be approved by the Vice President for Finance and Treasurer prior to acceptance of these agreements.

Sponsored Program (5xxxxx) Funds: TIF interest will be paid on all grants and contracts requiring interest on unspent balances.

Designated Gift (6xxxxx) Funds:

- **Operating Gift Funds:** TIF interest will only be credited to those funds where donor stipulated agreement states that interest will be paid. This interest will be charged to the Responsibility Center's General Unrestricted (000000) Fund.
- **Capital Gift (65xxxx) Funds:** TIF interest will be paid on all of these funds and will be used for the designated capital project.

Capital Project (000010) Fund: Unspent balances residing in this fund earn TIF income. Conversely, 10 Fund expenditures that are funded by an internal capital project loan are charged interest.

TIF INTEREST CALCULATION AND POSTING

The monthly TIF interest rate will be set each month by the Office of the Treasurer. Negative (i.e. deficit) balances, in applicable funds, will be charged each month at 1/12 of the annual rate of the 3-month U.S. Treasury bill plus 25 basis points, with a 2.0% minimum. Positive (i.e. surplus) balances, in applicable funds, will be credited each month at 1/12 of the annual rate of the 3-month U.S. Treasury bill less 25 basis points, with a 1 basis point (0.01%) minimum for grant funds and a 0 basis point (0.0%) minimum for non-grant funds. With the exception of the capital account (fund 000010), interest will be calculated on the month-end cash balance of the fund and posted to that fund in the ledger in the following month. Interest will be posted monthly in August (based on the July ending balance) through the Adjustment (ADJ) period (based on the June ending balance). For the capital account, interim interest is calculated monthly for the entire year and then posted to the School/Center's General Unrestricted Fund at the beginning of the subsequent fiscal year.