



SCHOOL OF MEDICINE

Department of Medicine
Chairman's Office

DOM Departmental Policy

SUBJECT: DOM Cash Receipts Policy

EFFECTIVE DATE: March 17, 2014

PURPOSE: To provide guidance and recommendations for "Cash Receipts" in accordance with UAB Cash Receipts Policy.

POLICY: All cash receipts, including checks, should be deposited in a timely manner. The University considers timely within one business day following receipt.

PROCEDURE: Additional recommendations and procedures to ensure proper handling are as follows:

All checks received should be properly endorsed immediately with "For Deposit Only, The University of Alabama at Birmingham" stamp.

Maintain a cash receipts journal to record collections, including date received, amount, and by whom collected the payment.

All cash receipts must be hand delivered to the appropriate UAB Depository.

Procedures should be in place to segregate the responsibility of cash collections, recording and quarterly reconcilements. There should also be a plan in place in instances of employee absence and/or turnover.

For additional information, please review UAB Cash Receipts Policy at <http://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000021.aspx>

RESPONSIBILITY: Departmental/Divisional responsibility

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