

## **Cash Receipts Report (CRR) Instructions**

1. Pre-numbered receipts are to be prepared in triplicate. Original (white copy) is given to person paying monies and remaining copies stay in receipt book until ready to be turned in on CRR. Receipts **MUST** be written and deposited in numerical order. Ticket sale events (without approved ticket sales software package) will use 2-part pre-numbered tickets. One is given to the customer, the other is turned in on CRR as proof of amount collected and deposited.
2. When accepting a check or money order the following should be completed:
  - a. Made payable to Columbus State University
  - b. Both numerical and written amounts are filled out correctly and match
  - c. Correct date
  - d. ID number or receipt number for reference**
  - e. Signature
  - f. If check is from a third party; include name and ID number of CSU's customer on "FOR" line
  - g. All checks and money orders should be stamped "For Deposit Only" as they are received
3. When accepting a credit card payment (if applicable) the following should be completed:
  - a. Amount is correct
  - b. Signature of payer or customer's name if paying by phone
  - c. ID number or receipt number for reference**
  - d. Original charge receipt is kept for CRR, copy is given to customer
  - e. At the end of each work day, complete the following:
    - i. Generate necessary batch reports
    - ii. Match credit card receipts to report
    - iii. **TRANSMIT** (close out) batch **DAILY**; make a second copy of the close out report, attach batch report and close out reports to credit card receipts

4. Write a hand receipt for USAepay payments or ticket sales from approved software package (if applicable). Back up must be attached to the receipt. Back up consists of printed reports listing all customers and their payment(s) that correspond to the amount being deposited.
5. **DO NOT GIVE REFUNDS by crediting charge cards, giving checks or cash back to customer.** Refunds are done by check to the payer in 2-4 weeks. Please submit refund requests to the Bursar's Office.
6. The "TOTAL" amount **CANNOT** be changed on a receipt. If an error is made: void the receipt. **To void a receipt:** attach white copy (original) to book and write "VOID" across all three copies. The first two copies **MUST** be stapled together and turned in on a CRR.
7. **RECEIPTS CAN NOT BE VOIDED WITHOUT THE CUSTOMER'S COPY OF THE RECEIPT (WHITE COPY).** See step 6 for void instructions.
8. A CRR must be turned in to the Bursar's Office no less than once a week regardless of amount, when the total of cash and/or checks exceeds \$100, as well as before noon on the last working day of the month.

### **CASH RECEIPTS REPORT (CRR) PREPARATION**

1. Remove the second copies of the written receipts from the receipt book. Run an adding machine tape for the total.
2. Prepare an adding machine tape for the checks received.
3. Type or write payers last name on the tape by amount of their check.
4. Type or write name of department, date and CRR # at the top of check tape.
5. Count cash (separate by denominations).
6. Add total cash, checks, credit cards and USAepay or ticket sales reports (if applicable); this **MUST** equal receipt total from item 1. **EXCEPTION: Over/Short (See instructions 7b and 7c).**
7. Prepare a CRR form in DUPLICATE and number sequentially.
  - a. Beginning and ending balances will be zero (0) for departments without petty cash.

- b. **Over/short account number and amount MUST be inserted in space provided.**
  - c. **Any over/short MUST be explained and signed by the department supervisor in the spaces provided. DO NOT make up shortages or retain overages.**
8. Both copies of the CRR, receipts, all adding machine tapes, and monies (cash, checks, credit cards) are taken to the Bursar's Office by hand or in a locked bag by a Public Safety Officer.
9. Any time a receipt is missing; there **MUST** be an explanation entered and the signature of the department supervisor in the spaces provided.
10. Keep a file for CRR copies and Bursar's Office receipts.
- a. **DO: SAFEGUARD ALL MONIES AND RECEIPT BOOKS ENTRUSTED TO YOU.** Keep monies in a locked drawer, cash register, safe, lock box, etc... If adequate security is unavailable in your area: see your Supervisor—If you are the Supervisor, Make provisions.
  - b. **DO NOT: CASH PERSONAL CHECKS.** Personal checks can be cashed at Bursar's Office for Faculty and Staff (\$20.00 limit). Students can cash checks in the Bookstore.
  - c. **DO NOT: HOLD MONIES RECEIVED MORE THAN A WEEK OR HOLD CASH/CHECK DEPOSITS TOTALING OVER \$100 OVERNIGHT.** Refer any problems to the Bursar's Office. (Monies refers to cash, checks, money orders, cashier checks, in-office and online credit card payments)
  - d. **DO NOT: ACCEPT POST-DATED CHECKS.**
  - e. **DO NOT: BORROW FROM THE PETTY CASH FUND.** You are subject to a surprise audit at any time. Unauthorized borrowing of State monies is a very SERIOUS offense.
  - f. **ANY DEPOSITS MISSING ITEMS OR OUT-OF-BALANCE WILL BE RETURNED TO THE DEPARTMENT FOR CORRECTION.**