CASHIERING PROTOCOL

I Introduction
This protocol establishes the minimum requirements related to handling and processing cash and cash equivalents in the Continuing Medical Education unit. The purpose is to identify the employees and define the processes to protect, accurately process and properly report assets of the University. Separation of duties must be maintained when cash is received.

II Scope
This protocol applies to all cash-handling employees in the unit, pursuant and supplemental to the campus-wide Policy for Cash and Cash Equivalents.

III Terminology

Cash
Currency and cash equivalents which consist of currency, coins, checks, credit card recordings, travelers’ checks, cashier’s checks, and money orders.

Radiology Continuing Medical Education Office
Located in Suite 375 of the Laurel Heights building.

Development Office
Located at 220 Montgomery Street, 5th Floor.

OCME
Office of Continuing Medical Education, located in Suite 450 of the Laurel Heights building and housing the Registration Office.

Registration Office (OCME sub-cashiering station)
Located in Suite 450 of the Laurel Heights building.

Safe
Safe designated to hold cash and equivalent instruments in suite 375, pending deposit with the Cashier. The combination is maintained by the Business Office and Program Representatives do not have access to the safe.

Campus Dropsafe
Location of deposit drop-off for armored car pickup.
Program Representative
Radiology CME employee who is in charge of continuing education conference arrangements. This is a sensitive position and requires background check and fingerprint.

Proctor
Radiology CME employee designated to administer on-site conference arrangements (in the absence of a Program Representative). This person is approved for a sensitive position.

Director
Radiology CME employee with signatory authority and supervisory responsibility of the unit. These persons are approved for sensitive positions and may act as Program Representative and/or Proctor.

Registrar
OCME Registration Office employee who accepts payments for OCME.

Finance Analyst
The department employee in charge of coordinating with OCME regarding payments and reconciliation of ledgers. This person is approved for a sensitive position and is located in the same suite as the Postgrad Office.

IV Sources of Cash
Cash, in any of the forms mentioned above, may be received from:

1. Attendees in a postgraduate activity who register in advance of the activity (“pre-registration”) or at the time of the activity (“on-site registration”).

2. Outside vendors or contributing organizations that provide unrestricted support for an educational or social activity sponsored by UCSF Radiology (“grants”).

3. Participants of an enduring activity who make payment for rentals or purchases of educational programs provided on durable media, such as videotapes, CD-ROM’s, DVD’s, and publications, or via an e-Commerce system (“subscriptions”).

4. Attendees, guests or vendors who purchase parking validation stickers (“parking stickers”).

5. Contributing organizations or individuals who provide donations to the unit’s fundraising activities (“donations”).
V Receiving and Recording Cash

Receiving and recording cash is handled by the Office of Continuing Medical Education. Checks received by the Radiology CME office are forwarded to OCME by the Finance Analyst. The Finance Analyst coordinates with OCME for monthly deposit reports.

All deposits are processed with OCME. The Program Representative does not have access to deposit information. Upon return to the office, the Program Representative gives payments to the Finance Analyst who is in charge of delivering to OCME for deposit.

On conference days, onsite registration and payments are handled in the following steps.

1. All payments are recorded upon registration by Program Representative or Proctor. The following payment information is attached to the copy of the registration form:
   A. For charges: credit card number, amount, payor, activity code
   B. For checks: bank number, amount, payor, activity code
   C. For currency: amount, payor, activity code

2. The Program Representative completes a Walk-In Balance Sheet indicating amount received and attaches it to the payment and registration documentation.

3. The Balance Sheet is counter-signed by the Director or, in the absence of the Director, another Program Representative.

   A. Payments received by the Director are counter-signed by an available Program Representative.

4. Copies of the original payment and documentation are filed with the Finance Analyst

5. Upon counter-signature, the Balance Sheet is forwarded to the appropriate personnel:
   For pre-registrations and on-site registrations, to the Registrar
   For grants, to the Registrar
   For subscriptions, to the Registrar
   For parking stickers, to the Finance Analyst
   For donations, to the Development Office

6. The receiver of payment and Balance Sheet verifies funds and signs the receipt. An NCR copy of the Balance Sheet is returned to the Radiology CME Office and filed with the Finance Analyst.

7. In the event that cash cannot be forwarded immediately according to (5) above, it should be
delivered to the Finance Analyst, or an appointed representative, for deposit in the safe, until delivery can be made. A record of the transaction is made by the Finance Analyst or appointed representative, by issuance of a receipt. At such time that delivery can be made, the receipt should be presented to withdraw payments from the Safe.

At the Activity Registration Site

1. Before each activity, the Registrar issues to the Program Representative or Proctor (a) one book or pre-numbered Temporary Receipts (the receipt books are also numbered); and (b) a copy of the activity registration database (if electronic registration is available for that activity).

2. Each proctor prepares and signs a Temporary Receipt (either electronically prepared and printed or handwritten in the Temporary Receipt book) for each payment collected. The payment should be kept in a plain envelope which is kept close to the proctor; the documentation and receipt are stored in a separate plain envelope marked “Applications.”

   A. In the case of non-electronic recording, the original receipt is given to the registrant, a copy is attached to the application form, and a second copy remains in the receipt book.

   B. In the case of electronic recording, the original receipt is given to the registrant; a copy is saved on the computer until the end of the activity.

3. The proctor is responsible for keeping the Applications envelope with them at all times or secured in the nearest locking remote office or hotel room. The payments envelope should be secured in the nearest locking remote office, hotel safe or hotel room safe. Both envelopes must accompany the proctor to the registration desk each day and back to their respective storage locations at the end of each day.

4. At the end of the activity, the proctor places the payment envelope in the Applications envelope and prepares a Walk-In Balance Sheet (by hand on NCR forms or by printing the necessary forms from the computer), which is inserted with the two envelopes. The total on the Walk-In Balance Sheet should match the sum of all payments. Each payment should have a receipt and/or application form.