

Policy for Handling Incoming Payments

Effective Date of Policy – July 1, 2006

Overview and Purpose

All incoming payments to the University of Mary Washington (UMW) are recorded in BANNER, the institution's financial reporting system. All entries into BANNER produce a system generated, sequentially numbered receipt. All funds are deposited into UMW's Revenue Clearing (RC) Account at Branch Banking & Trust (BB&T) or Wachovia, if related to the Federal Perkins Loan Program. All deposits are taken to the banks by courier each business day by 2pm.

The purpose of this policy is to establish uniform handling of all-incoming payments in compliance with Commonwealth Accounting Policies and Procedures (CAPP) Topic 20205 and standard banking practices.

Policy Detail

UMW departments request approval from the Associate Vice President (AVP) for Finance and Controller to accept payments at either their location or through our on-line third party processor. Written procedures documenting the department's process for receiving, processing, reporting and reconciling payments are required for approval.

- UMW accepts U.S currency and other negotiable items drawn in U.S. Dollars on U.S. banks
- Personal checks include name, address & phone number of payer and a check number.
- All payments are maintained in a secure location
- Checks, cashier checks, money orders, and traveler's checks are endorsed, upon receipt, with minimum wording for 'For Deposit Only'
- Third Party Checks may be endorsed over to UMW – "Payable to University of Mary Washington" with Payee's Signature
- UMW honors the 'legal line', not the courtesy box, on checks, cashier checks, money orders, and traveler's checks
- All payments are recorded into BANNER within 24 hours of receipt (weekend or holiday collections are recorded by the next business day)
- UMW does not cash checks
- UMW does not accept post dated checks
- UMW offers Lockbox processing for student invoices paid by check
- UMW accepts credit card payments and e-transactions through a third party processor

Approvals

This policy is issued by the Finance Department and approved by the AVP for Finance and Controller, October 13, 2010.

Revision

0. Laura Tabler-Allison, Assistant Controller – Compliance, 7/1/2010
1. Marta A Smith, Director of Accounting, 8/1/2010
2. Marta A. Smith, Director of Accounting, 12/1/10
3. Allyson Moerman, AVP for Finance & Controller, 1/5/2011