

MONIES HANDLING PROCEDURES

Section: Business Operations

Policy: All University Housing monies should be routed through the housing Business and Human Resources (HBHR) office for proper receipting and handling. HBHR complies and follows the University of Georgia's receipting and depositing policy located at <http://www.policies.uga.edu/FA/nodes/view/840> and the University of Georgia's credit/debit card policy located at <http://policies.uga.edu/Finance/Cash-Management-Banking-and-Investments/Credit-Debit-Cards/>.

Purpose: To identify the role of how monies received by staff should be deposited and handled.

Scope: Applies to all staff that may be involved in monies handling. Generally, student groups holding events that are expected to generate monies (e.g. fundraising events) should contact the HBHR fiscal affairs manager prior to the event. This policy does not apply to vendor-supplied change funds used specifically for the vending machines.

Procedure:

1. Staff members should direct all monies to the HBHR for proper receipting and handling.
2. At no time shall staff, other than designated HBHR staff, take payment for credit cards. The following methods are acceptable for processing credit card payments;
 - a. Students submitting payments through the First Data gateway during the application process for housing registration.
 - b. Customers purchasing products or paying invoices using UGA Marketplace (see Procedure 3)
3. UGA Marketplace is an e-store set up for UGA departments to sell items or collect payments for invoices via credit card. Staff members with a need to use UGA Marketplace should contact the fiscal affairs manager in the HBHR.
4. Staff members directing funds being mailed from an external source to the HBHR should first be in touch with HBHR via email so that HBHR staff members know where to send a receipt and to which chart string(s) the funds should be deposited. Checks should be directed to be mailed to the HBHR at:
University of Georgia
University Housing - Housing Business and Human Resources Office
515 Baxter Street – Russell Hall
Athens, GA 30602

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Approved by management team: June 14, 2016