



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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SIGNED BY:

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