9 Cash Receipts Submission Responsibilities

The Cash Receipts System is used by TTUHSC Departments to record receipt of all cash, checks, wire transfers, and credit card payments. The Cash Receipts System allows for departmental deposit information entry, electronic routing and approval. The system also allows for the return of a Cash Receipt for correction.

Visit: Cash Receipts Systems, Cash Receipts Help, TTUHSC OP 50.07, TTUHSC OP 50.12, TTUHSC OP 50.26 or TTUHSC OP 50.37 for more information.

Contact SBSCashReceipts@ttuhsc.edu with questions.

01 Submit Cash/Checks
State law requires timely submission of cash/checks. Cash/checks must be deposited within three business days. Receipts totaling $500 or more must be deposited by the following business day.

02 Use SBS Issued Stamp
Use the SBS issued endorsement stamp to endorse all checks. If you do not have an endorsement stamp, contact SBS.

03 Separate Receipt Types
Keep cash/checks, wire transfers, and credit cards on separate Cash Receipts (CRs). Credit card CRs can take 2-3 business days to clear the bank and be approved.

04 Avoid Errors
Avoid errors by capitalizing the letters in the program code and deposit number fields of the Cash Receipts System.

05 Insert Bank Deposit Number
Insert only the bank deposit number in the deposit number field. Do not add a check number, deposit bag number or any other description in this field.

06 Attach Documents
Attach all documents, such as deposit slips, bank wires, and/or credit card receipts, to your Cash Receipt.

07 Process Month End
Cash Receipts must be entered and approved by the 10th of the month following receipt of the funds (or the Friday prior if the 10th falls on a weekend) to assure posting in the correct month.

08 Deliver Cash Receipts
Cash Receipts (CRs) dropped at the drop box in Lubbock are collected once a day and sent by carrier to the SBS office the next day. For other campuses, take CRs to the intermediate approver.

09 Track Progress
Track the progress of a Cash Receipt using the Status History feature in the Reports section of the Cash Receipts System.

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