The Endorsement Stamps and Endorsement of Checks to Texas Tech University Health Sciences Center (TTUHSC)

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish a uniform policy for the endorsement of checks made payable to TTUHSC Texas Tech University Health Sciences Center or Texas Tech Foundation, Inc.

REVIEW: This HSC OP will be reviewed on May 1 of each odd-numbered year (ONY) by the Director of Business Services and by the Director of Accounting Services and, with recommendations for revisions, forwarded through administrative channels to the Executive Vice President for Fiscal Affairs by May 15.

POLICY/PROCEDURE:

1. Official Endorsement. Any Checks made payable to “Texas Tech University Health Sciences Center” (“TTUHSC”) or the “Texas Tech Foundation, Inc.” (“TTFI”) will be immediately stamped with the official appropriate restrictive endorsement of TTUHSC and deposited into a TTUHSC the proper bank account. and stamped with the official endorsement of TTUHSC (TTUHSC and TTFI have separate bank accounts.) Financial institutions have been instructed to recognize only the official TTUHSC institutional endorsements. The use of this official endorsement stamps is restricted only to approved TTUHSC departments cash collection points. Non-TTUHSC accounts or departments are strictly prohibited from using the official TTUHSC institutional endorsements.

2. Securing Requesting an Endorsement Stamp. Each location involved in regular collections of cash is considered a cash collection point and must request an endorsement stamp. (For endorsements of occasional or seasonal cash collections, see section 6.) Under no circumstances will any department or cash collection point obtain their own endorsement stamp for checks made payable to TTUHSC departments, TTUHSC, or TTFI. Each endorsement stamp must be authorized in accordance with the respective campus policy endorsement stamp will and must include a unique control number.

a. Lubbock Campus. At the Lubbock campus, The Director of Business Accounting Services has the authority to approve the issuance of endorsement stamps. The endorsement stamps are issued as follows: Endorsement stamps for Lubbock will be are issued by the TTUHSC Bursar’s Office only through the Office of Cash Investments. The Bursar’s Office will be responsible for the disbursement and tracking of endorsement stamps for all TTUHSC departments cash collection points at the Lubbock campus.

1. To those departments which regularly receive checks. Under no circumstances will any department obtain their own endorsement stamp for checks made payable to TTUHSC. Each authorized endorsement stamp will include a unique control number.

1) To initiate stamp disbursement, the department head cash collection custodian must complete and submit an the Request for Check Endorsement Stamps application to the Bursar's Office (Attachment A) Office of Accounting Services.
2) The Director of Business Accounting Services has the authority to approve all issuances of endorsement stamps. Upon approval by the Director of Business Services, the Bursar’s Office will forward the request to the Office of Cash Investments to obtain the stamp, assign a stamp and a unique control number to the department cash collection point.

3) The Bursar’s Office will contact the cash collection custodian and will make arrangements for the custodian to pick up the endorsement stamp in person; endorsement stamps will not be mailed for any reason. The department head cash collection custodian will receive a copy of the approved application form; all original forms will be maintained in the Bursar’s Office.

d. After approval, the department head will receive a copy of the approved application form and the stamp. The original will be filed in the Office of Cash Investments.

4) The Bursar’s Office of Cash Investments will maintain a list of endorsement stamps. The list will include the following information:

   a) The control number(s) of each stamp issued to each department; and
   b) The department head cash collection custodian responsible for the use of each stamp.
   c) The physical address where each stamp is located.

b. Regional Campuses. Each Assistant Dean for Finance and Administration is responsible for implementing a similar procedure for the issuance and control of endorsement stamps at each respective regional campus.

c. Endorsement Stamp Verification.

   1) In May of each year, the Bursar’s Office or respective regional campus office will request verification of all issued endorsement stamps from each cash collection custodian. Requests not answered in a timely manner will be forwarded to the next higher level of management for response and disciplinary action.

   2) The Office of Internal Audit Services Office will periodically review the use of endorsement stamps.

3. Replacement of Worn or Defective Endorsement Stamps. If an endorsement stamp becomes worn out or is defective, the department cash collection custodian may request a replacement stamp through the Bursar’s Office or regional campus office of Cash Investments. The old stamp must be returned to the Cash Manager. The worn or defective stamp will be returned to the Office of Cash Investments for proper disposal. Cash Manager is responsible for insuring that defective endorsement stamps are properly destroyed.

4. Lost Endorsement Stamps. The department head cash collection custodian should immediately report a lost endorsement stamp in writing to the Director of Business Services Cash Manager. This written notification should include the physical location of the endorsement stamp and the control number. The Cash Manager and Director of Business Services will report the loss to the Office of Cash Investments and the Office of Internal Audit Services Office. The Office of Internal Audit Services will investigate and report the findings in accordance with normal procedure.

5. Changing Payee/Using Other Endorsements. It is a violation of state law and TTUHSC institutional policy for an TTUHSC employee to change the payee on a check (see HSC OP 50.11). TTUHSC Institutional policy prohibits any TTUHSC employee from using any other
endorsement stamps other than the one designated in this policy statement, unless the employee receives written permission from the Director of Business Services VPEA or his designee.

No person at the institution has the right to circumvent state law. If it is discovered that state law is being violated, disciplinary action will be taken in accordance with Board of Regents Fraud Policy 07.03. Every employee has the responsibility for contacting the Office of Audit Services or the Texas Tech Police Department to report possible fraudulent acts, if there is a reasonable basis.

6. **Departments Cash Collection Points Without Endorsement Stamps.** These Departments Cash Collection Points which occasionally or seasonally receive checks will not be issued endorsement stamps. These departments will must forward all checks to the TTUHSC Bursar’s Office or regional campus office in a timely manner for stamp endorsement and deposit in accordance with HSC OP 50.07.

8. **Checks Made Payable to Texas Tech Medical Foundation.** These checks will be forwarded to the TTUHSC Bursar’s Office for endorsement and further processing. A properly prepared PRIVATE GIFTS, GRANTS AND AGREEMENT DEPOSIT FORM will accompany each check (see HSC OP 50.09). The TTUHSC Bursar’s Office will insure that those checks are restrictively endorsed to the Texas Tech Medical Foundation, properly deposited, and the Accounting Services Office notified for further processing.
TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER
REQUEST FOR CHECK ENDORSEMENT STAMPS

Instructions:
This form should be completed when a TTUHSC cash collection point department has need for a check an official endorsement stamp in accordance with HSC OP 50.10.

1. IDENTIFICATION

   Number of Stamps Required: ____________   Account to be Charged:
   Account Name:   Department/Division:   Office Room No.:
   Total number of endorsement stamps under department’s cash collection point’s control at this time: 
   If the department has existing stamps, what is the justification for additional stamp(s)?

2. SOURCE OF CHECKS

   Please identify programs, individuals, etc.:

3. CERTIFICATION

   I certify that I have read and understand the TTUHSC policy on the use of endorsement stamps as stated in HSC OP 50.10.

   Signature of Department Head Cash Collection Custodian:
   Type Name of Department Head Cash Collection Custodian:  Phone:
   Position Title:  Department/Division:  Office Room No.:

MAIL TO: DIRECTOR OF ACCOUNTING BUSINESS SERVICES, 2C179 HSC BLDG. - LUBBOCK

4. APPROVALS

   Signature:   Date:
   Position Title: Director of Accounting Business Services