



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 50.35, **Unidentified Receipts and Holding Account Maintenance**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish rules and guidelines for depositing and distributing unidentified receipts and for maintaining holding accounts.

REVIEW: This HSC OP will be reviewed on April 15 of each year (EY) by the Director of Accounting Services, with recommendations for revisions forwarded to the Executive Vice President of Finance.

POLICY/PROCEDURE:

- Definition.** Unidentified receipts are defined as cash, checks, or EFTs (Electronic Funds Transfers) that are either not clearly identifiable to an established fund or that are awaiting the establishment of a new fund. In compliance with [HSC OP 50.07](#) and [Deposit Procedures manual](#), all receipts must be deposited within three (3) business days, without exception, and receipts totaling \$500 or more must be deposited by the following business day.
- Procedure.** A depositor of HSC funds should make every effort to identify the FOAP that should receive credit for a deposit before submitting the deposit. Recognizing that the time requirements on deposits may interfere with identifying the proper credit FOAP, several holding accounts have been established for unidentified receipts. If the appropriate FOAP cannot be identified within the required time period, the depositor should deposit the unidentified receipt into one of the holding accounts listed below (using the online Cash Receipts system accessible on the Webraider portal, F&A Work Tools Tab, Business Affairs section under Student Business Services in accordance with [HSC OP 50.26](#)).

Holding Fund	Holding Org	Revenue or Balance Sheet Account	Holding Program Code	Receipt Types
181019	n/a	230008	n/a	Unidentified patient wire receipts
241033	n/a	230003	n/a	Other misc. unidentified receipts for Amarillo
241033	n/a	230005	n/a	Other misc. unidentified receipts for Lubbock
241033	n/a	230006	n/a	Other misc. unidentified receipts for Odessa
845000	105101	560300	AG	Texas Tech Foundation receipts for Abilene
832009	102101	560300	AG	Texas Tech Foundation receipts for Amarillo
831006	101101	560300	AG	Texas Tech Foundation receipts for Lubbock
834001	104101	560300	AG	Texas Tech Foundation receipts for Odessa

Questions regarding amounts in Foundation holding funds should be directed to Institutional Advancement. Amounts currently recorded in holding accounts in Fund 241033 are available for review in monthly reports available on the [Unclaimed Deposits Reports](#) page of the Accounting Services website.

The original depositor is responsible for clearing the unidentified receipt from the holding account to the appropriate departmental FOAP. The depositor can send an email to Accounting Services at hscacc@ttuhsc.edu to have the funds deposited to their departmental FOAP. The following information should be provided:

- a. Document number (HA) from the Unclaimed Deposits Reports of the receipt being moved.
- b. The reason for the receipt.
- c. The amount to be moved.
- d. The FOAP the receipt should be moved into.

If distribution of the receipt is not made within six months of the original deposit date, Accounting Services will transfer the unidentified receipt to an institutional scholarship endowment fund for use in scholarship support.