



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 50.07, **Deposit Procedures**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish procedures for the rules and guidelines for the proper handling of deposits to TTUHSC depository bank accounts, including specific guidelines for handling of cash collections.

REVIEW: This HSC OP will be reviewed by April 15 of each year (EY) by the Directors of Accounting and Student Business Services, and the Chief Audit Executive, with recommendations for revisions forwarded to the Executive Vice President of Finance and Operations by May 1.

POLICY/PROCEDURE:

1. General Guidelines

The [Deposit Procedures](#) manual contains rules and guidelines for proper handling of deposits to TTUHSC depository bank accounts, including specific guidelines for handling cash collections. The contents of the manual are incorporated into this policy by reference.