



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 50.26, **Use of Online Cash Receipts System**

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish the rules and guidelines for making departmental deposits using the online Cash Receipts system.

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

POLICY/PROCEDURE:

1. General Guidelines.

The online Cash Receipts system must be used to record deposits into TTUHSC bank accounts and related revenue into TTUHSC funds. The online Cash Receipts system is available at <https://www.fiscal.ttuhscc.edu/CashReceipts>. The [Cash Receipts Help](#) document available under the "Help" section of this site provides detailed instructions for use of the online Cash Receipts system in compliance with this OP.

Refer to [Attachment A](#) for Cash Receipt Submission Responsibilities.

2. Exceptions.

- a. **Procurement Card (P-Card) Reimbursements** - All deposits for reimbursements or refunds to procurement card transactions must be sent to the Procurement Card Coordinator in Payment Services for processing.
- b. **Travel Reimbursements** - All deposits for reimbursements or refunds against travel expenditure transactions must be sent to the Travel Coordinator in Payment Services for processing.