



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: Bursar's Office/Receipts by University Cashiers' Office	
Department: Financial Management (Bursar's Office)	Reference No.:
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RECEIPTS BY UNIVERSITY CASHIERS' OFFICE

1. Regular Cash Receipts

All cash, checks or other negotiable monetary instruments payable to the University, other than authorized departmental receipts (see Bursar's Office/Departmental Receipts), must be deposited at the University's Main Cashiers' Office in Brotman Hall, room 148, Windows 1-7. Debts to the University include Reimbursed Activities, employee payables such as Payroll Receivables, Jury Duty and Personal Telephone Usage. Each debt is processed as mentioned below

2. Reimbursed Activities

The University Foundation, Auxiliary Organizations, Student Organizations, and other miscellaneous companies and groups receive services from the University and are billed periodically for these services. Checks are mailed to the Cashiering office or are hand delivered to the Cashiering office with a copy of the related invoice for posting to the organization's account.

3. Personnel Reimbursement of Payroll Receivables, Jury Duty, Personal Telephone Usage

Faculty and staff using the University telephones are required to reimburse the University for personal telephone calls. Employees receiving payment for service on a Jury, other than mileage reimbursement, are required to reimburse the University for these payments. Additionally, other Payroll Receivables may be generated which require payment to the University.

Telephone

Generally, the employee (or designee) must present a copy of his/her telephone bill and make reimbursement to the Cashiers' Office for personal telephone calls. The Cashier will require a Employee ID Number from the payee and must enter the payee's telephone extension. The Cashier must provide the employee with a cash register receipt documenting the payment.

Jury Duty and Other Payroll Payables

The Employee will present a copy of the check or statement of benefits received for Jury service, along with a check or cash payment to reimburse the University for these benefits (mileage reimbursements are excluded). For other payroll receivables the employee will present the invoice or other evidence of the payable due to the University, along with a check or cash for payment of the amount owed to the University. The Cashier must provide the employee with a cash register receipt documenting the payment. Payments can also be mailed with appropriate supporting documentation to the University Cashiering office.

FORMS: N/A