

# New Mexico State University

## University Accounts Receivable

### Separation of Duties Assignment Form

**EXHIBIT B:**

To be used for sales and service collections, cashiering, and general cash receipting activities.

Department/Area: \_\_\_\_\_

Manager: \_\_\_\_\_

Effective Date (mm/dd/yyyy): \_\_\_\_\_

*Note: No one person should have primary duties in all four columns. Ideally, a person should only have primary duties in only one column. A new Separation of Duties Assignment should be completed and submitted to University Cashier Office whenever staff change.*

#### Custody of Assets/Cash Receipting

A. List the sales, services, fees, and activities that represent the funds being collected through this cash receipting process:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

B. List the types of receipting methods/documentation used to support the collection of funds. (i.e., cash register, log sheets, etc.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

C. Process performed by:

Task	Performed by
Receive income/over-the-counter	1. _____ 2. _____
Receive income/mail.	1. _____ 2. _____
Perform daily cash count and balance	1. _____ 2. _____
Verified by:	1. _____ 2. _____

#### Recordkeeping Process

A. Type of documents used to deposit funds collected. Check all that apply:

- |                        |     |    |
|------------------------|-----|----|
| 1. Cash Receipts       | Yes | No |
| 2. Misc. Journal Entry | Yes | No |
| 3. Credit Card Batch   | Yes | No |
| 4. Other: Please List: |     |    |

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Process performed by:

Task	Performed by
Prepare Accounting Documents	1. _____ 2. _____
Prepare Receivables - daily/monthly/weekly	1. _____ 2. _____
Record - Keeper can then enter index numbers and accounts.	

#### Deposit Process

A. Type of documents used to deposit funds collected. Check all that apply:

- |                        |     |    |
|------------------------|-----|----|
| 1. Cash Receipts       | Yes | No |
| 2. Misc. Journal Entry | Yes | No |
| 3. Credit Card Batch   | Yes | No |
| 4. Other: Please List: |     |    |

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Process performed by:

Task	Performed by
Prepare Deposits	1. _____ 2. _____
Sign Deposit Slips	1. _____ 2. _____
Verified by:	1. _____ 2. _____
Cashier or other should prepare deposit and place in tamper proof bag.	

#### Review/Monitoring Process

A. List the sales, services, fees, and activities that represent the funds being collected through this cash receipting process:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

C. Process performed by:

Task	Performed by
Verify/reconcile deposit documents to daily/monthly general ledger.	1. _____ 2. _____
Review/verify/approve reconciliations.	1. _____ 2. _____
Authorize voids and adjustments.	1. _____ 2. _____
Perform surprise cash counts.	1. _____ 2. _____