

Cash Operations Manual - Establishing Outside Banking Relationships

A. GENERAL POLICY

Bank accounts using the name University of Kentucky, or its “marks” (UK, U of K or similar abbreviations) and/or utilizing the University’s tax identification number may only be established upon written approval of the Office of the Treasurer.

1. No individuals, departments, administrative offices, or affiliated organizations of the University of Kentucky may establish a bank account or deal directly with a bank or similar depository institution for the purpose of making deposits, arranging for safekeeping of assets, cashing checks, or any other function without the written consent of the Office of the Treasurer. Off-campus organizational units may open local bank accounts only with written authorization from the Office of the Treasurer. Additionally, only the Office of the Treasurer can provide the correct University identification number necessary to open a bank account.

2. All signature cards establishing a University bank account must be processed through Treasury Services.

B. OBTAINING APPROVAL TO OPEN ACCOUNTS

To request authorization to establish an outside banking account or relationship for University activity, a memorandum should be sent to the Office of the Treasurer and should contain the following information:

1. Full name of the bank account (e.g., Professor, Custodian, Department of History, University of Kentucky).
2. Purpose of bank account.
3. Amount of the original deposit.
4. Approval of the appropriate college or unit business officer.

The Office of the Treasurer will notify the person requesting the account of the acceptance or denial of the request.

C. PROCEDURES FOR UNITS THAT DEAL DIRECTLY WITH BANKS

Individuals, departments, administrative offices, or affiliated organizations that have the authority to deal directly with banking institutions should follow the following general procedures:

1. All cash must be deposited in accordance with the daily deposit policy.
2. A record must be kept of all cash receipts.
3. A bank deposit slip must be used when depositing cash.
4. Certification of the deposit should be obtained from the bank teller (this may take the form of a stamped copy of the deposit ticket).
5. Outside bank accounts must be reconciled monthly and copies of such reconciliations made available to the Office of the Treasurer or Internal Audit, as requested.

D. RELATED (NON-AFFILIATED) ORGANIZATIONS

Related organizations such as student organizations may have bank accounts but may not use the University's tax identification number (TIN). The SS# of the organization's treasurer or the organization's own TIN must be used in lieu of the University's TIN. Additionally, related organizations cannot use the University's name or related "marks" (UK, U of K, or similar abbreviation) without obtaining prior approval of the appropriate University business officer and the Treasurer. In order to use the University's name or related "marks", such organizations must complete the form titled ***Related Organization Request To Open Bank Account Using University's Name and/or "Marks"*** and acknowledge or consent to the following:

1. Checks payable to the University of Kentucky will not be deposited into the bank account.
2. An annual summary of deposits and disbursements transacted in the bank account will be provided to the University's Treasury Services Department.
3. Bank statements, deposit and disbursement records will be maintained for a minimum of three years to facilitate periodic review/audit by the University.

See example of form on the next page.

**RELATED ORGANIZATION REQUEST TO OPEN BANK ACCOUNT
USING UNIVERSITY’S NAME AND/OR “MARKS”**

Name of bank account: _____

Tax ID# of bank account: _____

Financial Institution: _____

Authorized signers on the bank account: _____

Complete name of related organization: _____

Source of funds used to open the bank account: _____

Nature of future deposits/disbursements: _____

By signing below, I acknowledge or consent to the following:

1. Checks payable to the University of Kentucky will not be deposited into the bank account.
2. An annual summary of deposits and disbursements transacted in the bank account will be provided to the University’s Treasury Services Department.
3. Bank statements, deposit and disbursement records will be maintained for a minimum of three years to facilitate periodic review/audit by the University.

Signature of Responsible Person _____ Date _____
Name/Title of Responsible Person _____

UNIVERSITY APPROVALS:

Business Officer _____ Date _____

Treasurer _____ Date _____