

UCLA Cash Deposit and Receipt Distribution

Cash Handling Deposit Process Sub-Cashier Offices

Prepare the following when submitting a deposit to Main Cashier Office

- 1 copy of CareConnect Cash Drawer Reconciliation Report (legibly print and sign name of preparer and approver. **OR** (if the Cash Drawer Reconciliation has not generated accurately), use:
 - Manual Cash Worksheet (legibly print and sign names of preparer and approver)
- Reconcile and group together in separate tenders: cash and checks (attach an adding machine tape total of cash & checks)
- Credit Card Settlement Tape
- Insert all items in money bag, seal/lock, and put in safe or designated locked drawer for pick up

Contact Campus Security to escort designated staff to drop off deposit to Main Cashier or Contact UCLA Payment Solution and Compliance through the [MyUCLA Message Center](#) to schedule Dunbar pick-up according to Cash Handling Policy BUS-49. Daily deposit is recommended.

CareConnect Cash Drawer Receipt

Cash Drawer Receipt Interim

The Practice will print out 2 copies of each receipt, 1 copy for patient and one copy retained by the Clinic.

- The CareConnect Cash Drawer Preparer and Approver will reconcile the deposit by matching all tenders to the individual front desk cashiers' end-of-day Care Connect Cash Reports and to the Cash Drawer Report or Manual Daily Cash Report, and confirm that there are no voided receipts.

Physicians Billing Office – Administration/LaVonte' Hickman
5767 West Century Blvd Suite 400; Los Angeles, CA 90045
400 Century Center; MC: 166646

Include the following:

- Cash Drawer Reconciliation Report OR (if the report has not generated accurately), use:
 - Manual Cash Worksheet (if applicable)
- Receipt from Main Cashiering Office
- Credit Card Settlement Tape
- Running Tape
- Cash Drawer Closing Report for each user
- Credit Card Authorization Receipts
- Receipts
 - All copies of **Voided Receipts** (no reprinted copies, if the patient copy is not reclaimed, note that fact on one of the remaining copies)