

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 50.35, Unidentified Receipts and Holding Account Maintenance

PURPOSE : The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish rules and guidelines for depositing and distributing unidentified receipts and for maintaining holding accounts.

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

POLICY/PROCEDURE:

1. **Definition.** Unidentified receipts are defined as cash, checks, or EFTs (Electronic Funds Transfers) that are either not clearly identifiable to an established fund or that are awaiting the establishment of a new fund. In compliance with [HSC OP 50.07](#) and [Deposit Procedures manual](#), all receipts must be deposited within three (3) business days, without exception, and receipts totaling \$500 or more must be deposited by the following business day.

2. **Procedure.** A depositor of HSC funds should make every effort to identify the FOAP that should receive credit for a deposit before submitting the deposit. Recognizing that the time requirements on deposits may interfere with identifying the proper credit FOAP, several holding accounts have been established for unidentified receipts. If the appropriate FOAP cannot be identified within the required time period, the depositor should deposit the unidentified receipt into one of the holding accounts listed below (using the online Cash Receipts system accessible on the Webraider portal, F&A Work Tools Tab, Business Affairs section under Student Business Services in accordance with [HSC OP 50.26](#)).

Holding Fund	Revenue Account	Balance Sheet Account	Receipt Types
181019	n/a	230008	Unidentified patient wire payment receipts
845000-105101-AG	560300	n/a	Texas Tech Foundation receipts - Abilene
832009-102101-AG	560300	n/a	Texas Tech Foundation receipts - Amarillo
831006-101101-AG	560300	n/a	Texas Tech Foundation receipts - Lubbock
834001-104101-AG	560300	n/a	Texas Tech Foundation receipts - Odessa
241033	n/a	230003	Other misc. unidentified receipts - Amarillo
241033	n/a	230005	Other misc. unidentified receipts -
241033	n/a	230006	Lubbock Other misc. unidentified receipts - Other campus

Questions regarding amounts in Foundation holding funds should be directed to Institutional Advancement. Amounts currently recorded in holding accounts in Fund 241033 are available for review in monthly reports available on the [Holding Reports](#) page of the Accounting Services website.

The original depositor is responsible for clear

