

Instructions / Comments

The purpose of this form is to act as a cover sheet for miscellaneous cash receipts and gifts that are submitted to the Business Operations Center for entry into the Financial System.

Miscellaneous cash receipts and gifts must have separate SCCs, **they cannot be combined**. Multiple miscellaneous cash receipts can be combined on one SCC, the same for gifts. However, if the gifts are for different accounts, we ask to submit them in separate SCCs.

Prior to deposit, checks must be endorsed 'for deposit' with an official endorsement stamp.

Initially, complete Document Tracking Information.

- Enter a 5-digit number (no alpha characters) for internal tracking purposes. (Each county can develop whatever system they prefer (i.e., 00001, 00002))
- Date (or dates) cash/checks were collected
- Date that deposit was made at the bank
- Date that this document was prepared

Enter name of County submitting deposit and telephone # of preparer All receipts must be accounted for and submitted in numerical sequence.

-Denote breaks in sequence in the provided space.

-Any voided receipts, all copies, are to be submitted with this SCC to the BOC.

For each account, list total deposit with detailed account description and account #.

Miscellaneous cash sales only: Sales tax collected must be reflected on a separate line and will be paid to the State Board of Equalization. Please provide the sales tax percentage that was used at the point of sale for each applicable line. In the "California Sales Tax Payable" line of the document please enter the appropriate county sale tax account. UC ANR is not exempt from paying state tax, so sales tax must be charged at the point of sale for all taxable sales. If not charged at time of sale on taxable items, must be self-assessed when submitting the SCC.

Record any shortages or overages in the Cash Overage/Shortage section.

Verify that all totals are accurate and match the deposit receipt provided by the bank at the time of deposit.

Obtain signatures of the Preparer and the County Director.

Email the SCC and all required supporting documents to your Business Partner:

boc-uccepartner1@ucanr.edu

boc-uccepartner2@ucanr.edu

boc-uccepartner3@ucanr.edu

boc-uccepartner4@ucanr.edu

boc-uccepartner5@ucanr.edu

For more detailed descriptions of cash handling procedures and best practices, reference ANR UCCE's Cash Handling Policy.