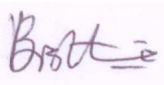




The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR RECEIPTING CUEA/DVC FIN/FIN/09	SENIOR ACCOUNTANT
	NO. OF APPENDICES:
	2 (TWO) (A-B)
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
TITLE/POSITION	FINANCIAL ADMINISTRATOR
SIGNATURE	
DATE	23 February 2011
ISSUE DATE	23 February 2011
STAMP CONTROLLED / UNCONTROLLED	
NOTE: <ol style="list-style-type: none"> Write amendments on the page provided (Clause 0.2) Controlled copies of this document will be in the Receiving Officer and the Financial Administrators office 	

Revision	00		Date	2 – Feb 2011
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0. CONTENTS AND RECORD OF CHANGES

0.1 Table of Contents

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0.2 RECORD OF CHANGES

No.	Date	Details of Changes		Authorization
	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/subclause</i>	<i>Title</i>

0.3 Distribution / Circulation

This standard operating procedure is available at relevant function for authorized users.


1.0 PURPOSE

The purpose of this procedure is to ensure that payments made to CUEA are collected, banked and correct documents are accurately kept or maintained.

2.0 SCOPE

This procedure covers the receipting of all payments at The Catholic University of Eastern Africa.

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3.0 TERMS AND DEFINITIONS

- 3.1 RA- Receipting Accountant
- 3.2 FA- Financial Accountant

4.0 REFERENCES

- 4.1 Student handbook
- 4.2 Quality Management Manual
- 4.3 CUEA FINANCE POLICIES


5.0 RESPONSIBILITIES

The Financial Accountant has the overall responsibility of ensuring that this procedure remains adequate and is effectively implemented

6.0 METHOD

- 6.1. The student presents the banking slip, banker's cheque, cash or an ordinary cheque to the Receipting Accountant.
- 6.2 If it is a banker's cheque, cash or a cash deposit banking slip a receipt is issued immediately
- 6.3 For any other deposit confirmation is made with the bank and if it is in the account a receipt is issued.
- 6.4 The Receipting Accountant prepares a summary of all the transactions for the day and reconciles the summary against the receipts and forwards it to Banking Officer for banking.
- 6.5 The Banking Officer counter checks to confirm that all the cash and cheques collected as shown in the daily cash summary report has been surrendered.
- 6.6 The banking Officer takes the cash and cheques for banking the following working day.
- 6.7 The Banking Officer forwards the daily cash summary and the banking deposit slips to the Financial Accountant for confirmation.
- 6.8 If correct it is returned to the RA for filling. If it is not correct it is returned to the RA with comments for correction.


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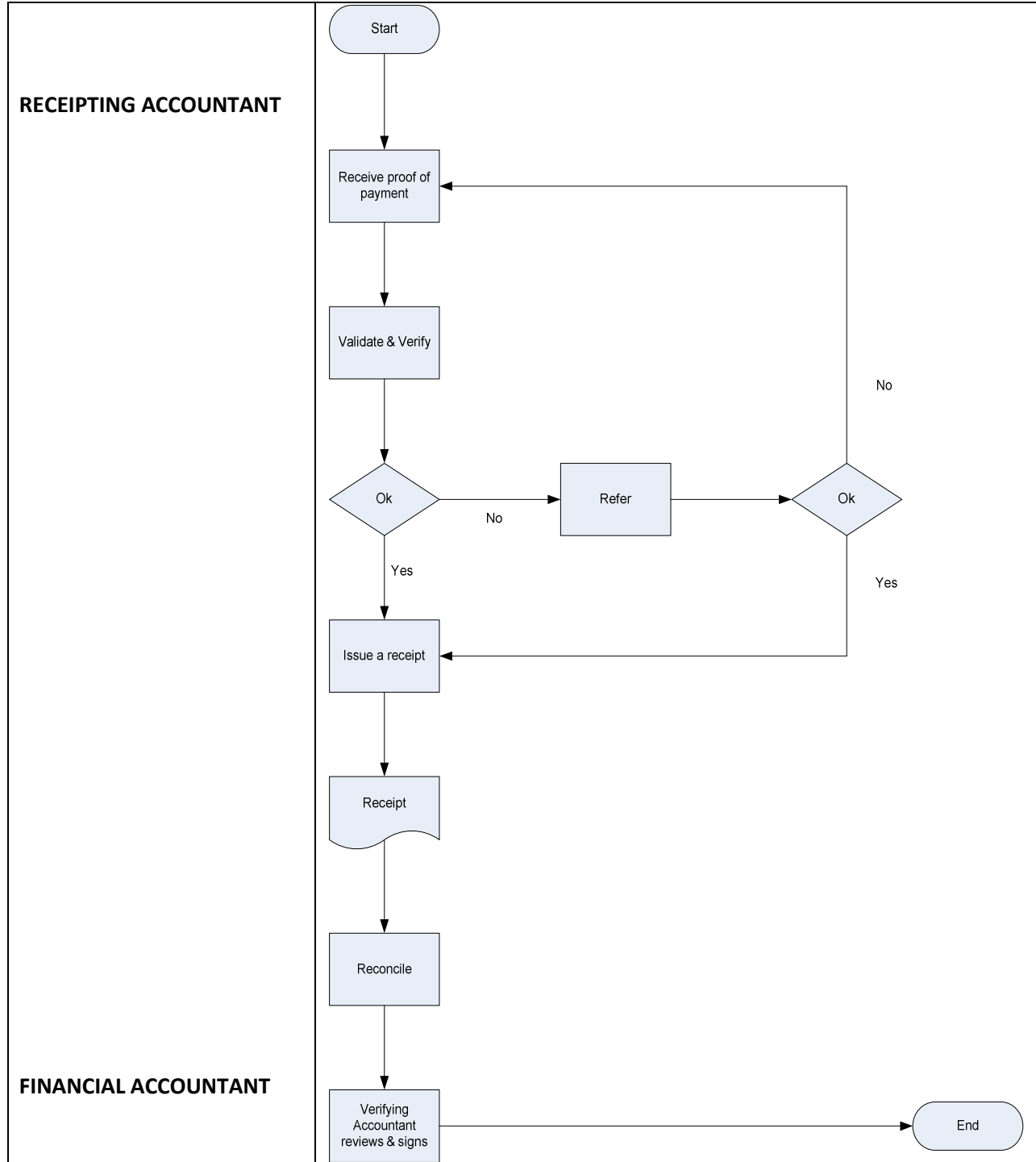
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7.0 APPENDICES


7.1 APPENDIX A: PROCESS MAP FOR RECEIPTING

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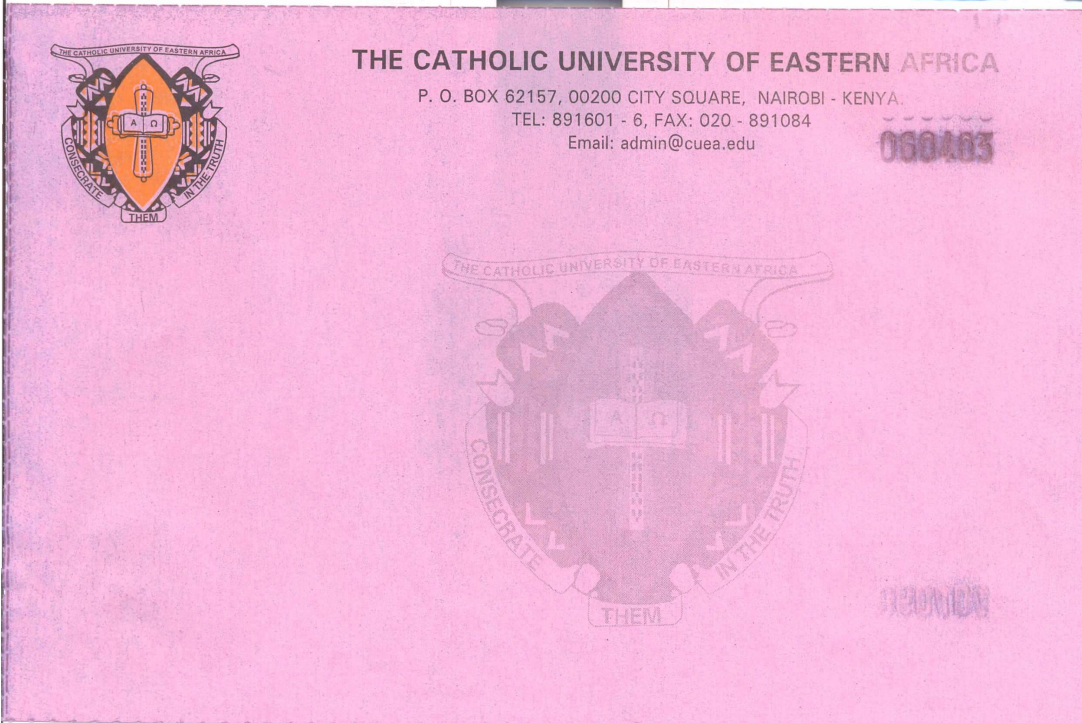
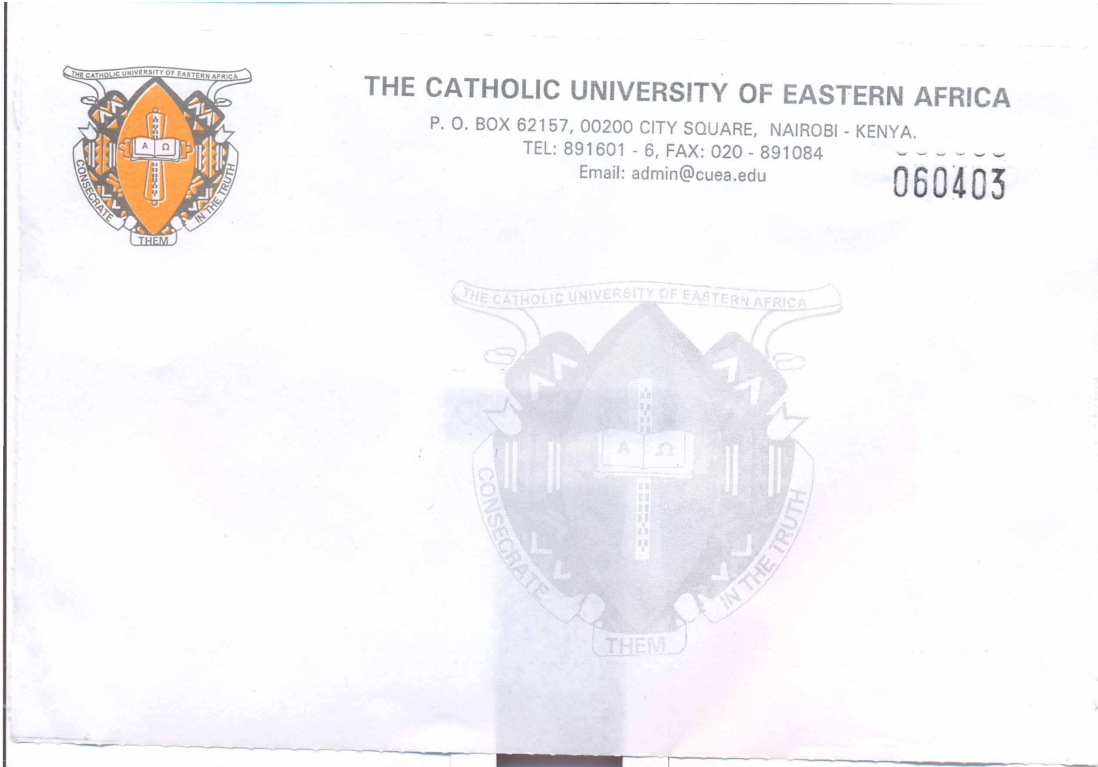
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APPEDIX B:SAMPLE OF ARECEIPT

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	<p align="center">Standard Operating Procedure</p>	<p align="right">CUEA/DVC FIN/FIN/09</p>
<p align="center">Title</p>	<p align="center">Procedure for Receipting</p>	<p align="right">Page 7 of 8</p>



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