

Office of Grants and Contracts

Cash Management – Fiscal Policy, Receipts and Deposits

In the Office of Grants and Contracts cash payments, which include receipts, deposit of sponsored projects payment, for cash, checks and electronic bank transfers are handled by Shanelle Roquemore. Below is found the Fiscal Policy, detailing cash receipts, deposits, internal controls, segregation of duties and check endorsement.

Fiscal Policy 2-02 – [Cash Receipts and Deposits](http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/Fiscal/CashReceipts_20141203.pdf)

Exhibit A – [Cash Receipt Forms and Instructions (xls)](http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/Fiscal/fp2-02a.pdf)

[Cash Receipt form](https://www.cu.edu/doc/copy-form-cr-010115-abs-cco.xlsx?download=true) – Excel sheet from the Office of University Controller

Contact Information:

Shanelle Roquemore

303-724-0260

Email: Shanelle.Roquemore@cuanschutz.edu

Drop box is located in the Office of Grants and Contracts, Fitzsimons Building, 1st Floor, south main hallway (wooden locked box hanging on the wall).