



Office of Grants and Contracts

Cash Management – Fiscal Policy, Receipts and Deposits

Accounts Receivable team in the Office of Grants and Contracts is responsible for all cash receipt initial or adjusting entries for any grant, contract coming into or out of Grants and Contracts daily. Accounts Receivable team is managed by Shanelle Roquemore.

Below is found the Fiscal Policy, detailing cash receipts, deposits, internal controls, segregation of duties and check endorsement.

Fiscal Policy 2004 – [Cash Receipts and Deposits](#)

Cash Receipt form and instructions – [Cash Receipt Form](#)

Contact Information:

Name: Shanelle Roquemore

Phone: 303-724-0260

Email: Shanelle.Roquemore@cuanschutz.edu

All checks for fund 30, 31, 34 and 35 should be deposited by the Office of Grants and Contracts. You can drop the checks for these funds at the Bursar Office Drop Box located in Education 2 North, 3rd floor – Room 3120A. The check should be accompanied by a cash receipt form with the speed type and account code.