

UNIVERSITY of HOUSTON

POLICE DEPARTMENT

Effective May 20, 2013, while remaining in compliance with MAPP 05.01.01 – Cash Handling, The University of Houston Police Department will begin receiving money transfer requests exclusively via electronic submission. UHPD has implemented this electronic process in order to minimize the volume of non-emergency service calls inundating our Dispatch Center and to further streamline the cash handling process.

The Money Transmittal process is as follows:

- 1) Go to the following link: <http://uh.edu/police/transfers.html>
- 2) At the bottom of the page click on “Submit a Money Transfer Request”
- 3) A Windows Security / Cougarnet log in box will appear
- 4) Log in using your Cougarnet ID and password
- 5) The University of Houston Police Department Money Transfer Request form will appear once you have logged in
- 6) Complete all the requested fields (Pickup Location, Contact Person, Phone Number, Destination, Transfer Amount, and Special Instructions (if applicable))
- 7) Click submit (located towards the lower-right hand corner of the form) and your request has been submitted to the on-duty UHPD Telecommunications/Dispatch personnel to be entered into the system for pickup

Your portion of the process is complete. If you submit requests regularly, UHPD suggests adding the link to your browser favorites, and configuring the site for automatic login.

UHPD Telecommunications/Dispatch personnel will then place your request on the Money Transfer request list in the order in which it was received. The UHPD Police Officer assigned to Money Transmittals will address the requests accordingly.

Note: As was customary with the call-in procedures, please make your Money Transmittal request(s) when the transaction is ready to be picked up. All Money Transfer requests must be submitted by 2:30PM if same day service is needed. Requests received after 2:30PM will be picked up the next business day.

Thank you for your assistance and understanding with making this a positive transition for all stakeholders involved.

Sincerely,

UHPD Support Services