

Campus operating unit authorized to collect University funds; deposits all funds collected to the Cashier's Office.

Campus operating unit from which collections are deposited directly to the University's bank account.

Fund exclusively restricted for the use of providing change when processing authorized collections of cash in the department. A change fund shall NOT be used for cash purchases, making loans to employees or students, or cashing checks.

A fund established at the decentralized departmental level for the purpose of expediting small dollar purchases where unforeseen circumstances preclude following regular payment or reimbursement processes.

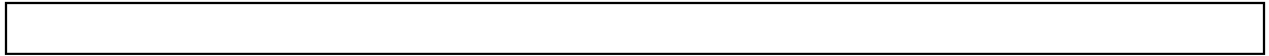
Includes cash, checks, cashier's checks, money orders, traveler's checks, and credit cards.

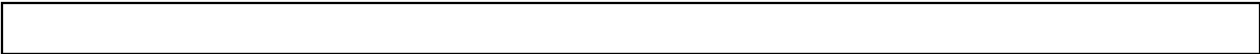
University positions with cash handling or custodial responsibilities must be designated as security sensitive and require a background check when employees are hired into or assigned to these positions.

University personnel who handle cash are expected to adhere to the highest ethical standards. Employees who mishandle cash, whether intentionally or unintentionally, are subject to disciplinary action, up to and including termination. Depending on the circumstances, employees may be subject to criminal investigation or legal action.

Commingling of a petty cash fund and a change fund is prohibited. These are two separate cash funds to be used for separate purposes and should be accounted for and reconciled separately.

University departments accepting cash must follow the policies of the Office of Financial Services for cash handling. Departments must use the appropriate forms and follow appropriate procedures for cash handling activities, including, but not limited to, authorization to accept cash, balancing funds, reporting theft or overages/shortages, allowable transactions, forms of receipt, forms of payment, deposit routing, reconciliation, and record keeping and retention. Personnel with questions about these activities should contact the Student Business Services Office.





Cash and assets shall never be left unsecured or unattended. All assets shall be physically protected in safes, locked cash drawers, locking cash registers, cashier cages, locked metal boxes or locked drawers at all times. Safes and drop safes should be bolted in place and small receptacles secured in locked areas. Combinations or keys for cash receptacles shall be ~~maintained~~

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