

POLICY

Effective Date: July 18, 2005

Approved By: President's Council

See Also: POL – U5351.03 Supervising Cash Handling Activities
POL-U5351.10 Maintaining Physical Control Over Cash
FORM-U5351.01A Cash Receipting Authorization Form

POL-U5351.05 MAINTAINING ACCOUNTABILITY OVER CASH

This policy applies to all departments that receive cash for payment of goods, services, or fees or when a cash handler receives custody of a petty cash or change fund.

Definition: Cash, for the purpose of this policy, includes coin, currency, checks, travelers' checks, money orders, and debit and credit card receipts.

1. Employee Receiving Cash Has Sole Custody of the Cash

The employee receiving the cash is considered the **Custodian** of the cash, with sole access to the cash.

2. Custodian Documents Transfer of Cash to New Custodian

If funds are transferred from one Custodian to another, the date and amount of cash transferred must be documented with signature of both Custodians.

3. Two Employees May Transfer Cash in Absence of Custodian

In the event of an emergency or absence of the Custodian, two employees may access a Custodian's cash with a backup key. The cash should be counted and documented by both employees, and custody of the cash transferred to one of the employees (POL-U5351.10 Maintaining Physical Control Over Cash).

4. Financial Manager May Receive Waiver of Sole Custody Requirement in Certain Circumstances

It is recognized that certain circumstances, such as scheduling student employees for 50 minute shifts, preclude the application of sole custody of cash and cash drawers. When multiple employees must access cash/cash drawers without documenting the transfer of cash, the Financial Manager must document compensating control procedures on FORM-U5351.01A Cash Receipting Authorization Form.