

PROCEDURE*Effective Date:* Approved July 18, 2005

Approved By: President's Council

Cancels: NONE

See Also POL-U5351.06 Accepting Cash

PRO-U5351.06A REVIEWING FOR COUNTERFEIT CURRENCYAction by:

Cash Handler

Action:

1. **Reviews** currency bills in denominations of \$20 and higher for the following security features:
 - General look and feel of paper
If authenticity questioned, **proceeds** with reviewing the following security features:
 - Watermark
 - Security Thread
 - Color Shifting Ink
 - Microprinting
 - Color on 2003 and later series
Symbols of Freedom on 2003 and later series
 - **Verifies** \$100 denominations with counterfeit detector pen against pen key (or uses similar detection tool).
- 1a. If currency appears genuine, **processes** payment as normal.
- 1b. If currency appears suspicious based on physical inspection, **requests** supervisor review of currency.

Supervisor

2. If supervisor determines that currency bill appears genuine, **returns** bill to Cash Handler for processing.
3. If supervisor agrees that currency bill appears suspicious, **informs** customer that bill looks suspicious and **contacts** University police.
 - 3a. If the customer becomes upset, agitated or threatening to the cashier, or demands return of the currency bill, **gives** bill to customer and **provides** University Police details regarding the incident.

University Police

4. **Retrieves** the currency bill from supervisor, **obtains** information from the customer and **notifies** appropriate federal agencies.
 - 4a. If supervisor returned currency bill to customer and customer no longer present, **obtains** incident details from supervisor and **files report** in accordance with University Police procedure.