

PROCEDURE

Effective Date: Approved August 1, 2005

Approved By: President's Council

Authority: RCW

Cancels: See Also: POL-5351.10 Maintaining Physical Control Over Cash
 PRO-5351.10B Maintaining Backup Keys and Combinations in a Central Facility

PRO-U5351.10A MAINTAINING BACKUP KEYS AND COMBINATIONS WITHIN A DEPARTMENT

NOTE: University Policy #U5351.10 requires a backup key for each Custodian's locking cash handling storage device to be kept under dual control. Backup keys to a Custodian's storage device may be accessed by that Custodian, in the event the Custodian loses or misplaces the original key. Any other access to backup keys requires the action of two individuals. This procedure provides a detail of actions required to restrict and document access to backup keys held within a department.

Action by:**Action:**

Financial Manager

1. **Acquires** single locking device (locking bag or box) and **designates** second locking device within the department to hold the single locking device,
 OR
acquires locking device with two locking mechanisms.
2. **Assigns** key to each locking mechanism to two different employees.
3. **Creates** an Access Log with the following information to document all access to the backup keys/combinations:
 - Date backup key is accessed
 - Description (e.g. key #) of key being accessed
 - Signature of both employees accessing the key
 - Date/Signatures of both employees returning the key

Two employees accessing within the department

4. When backup keys/combinations must be accessed, both employees:
 - **Unlock** dual mechanisms;
 - **Complete** and **sign** log.
5. When access to backup key is no longer needed, both employees:
 - **Return** backup key;
 - **Complete** and **sign** Access Log.
 - **Notify** Financial Manager that backup key has been accessed.

Financial Manager

6. **Ensures** that backup keys are replaced and access log is completed.