PROCEDURES for CAMPUS CASH MANAGEMENT
POLICY ADM-0113
California State University, Sacramento

CASH HANDLING
Updated February 2014

I. ACCEPTING UNIVERSITY FUNDS
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Definition of Terms

Cash (including cash equivalents) — currency, coins, checks, credit cards, traveler’s checks, cashier’s checks, money orders, and e-commerce (Automated Clearing House and other debit and credit transactions).

Cash-handling department — operating unit that typically collects cash or cash equivalents and deposits to a major cashiering location.

Cashiering employee — any employee engaged in a cash-handling function at a major cashiering or satellite location.

Major cashiering location — operating unit to which official operating cash funds are issued and from which collections are deposited directly to a bank.

CASHNet- University Cashiering System

ICSUAM- Integrated California State University Administrative Manual

PCI- Payment Card Industry (credit card security standards)
This document establishes Sacramento State's policies and procedures related to handling and processing cash and cash equivalents and the safeguarding of funds in accordance with University and ICSUAM Policies 3101.02, 3102.01, 3102.02, 3102.03, 3102.04, 3102.05, and 3102.10.

University funds are receipted in the Student Financial Services Center. Most departments and programs are University programs, including all the academic, student service, and University administrative offices. Many campus enterprise activities, such as the College of Continuing Education, Parking, Student Housing, and Student Health Services, are also University programs. Deposits for University departments and programs are made through the Student Financial Services Center (SFSC)/University Bursar's Office, located in Lassen Hall 1001.

Some departments or programs fall under one of the University’s auxiliaries, i.e., Associated Students, University Enterprises, University Union, CSUS Trust Foundation, and Capital Public Radio. Each auxiliary has its own location and deposit procedures.

I. ACCEPTING UNIVERSITY FUNDS

If there is a compelling reason for departments to receipt their own funds, approval must be obtained from the University Bursar and Director of the Student Financial Services Center under the following guidelines:

- A written statement must be provided stating why collection is needed, which will also include a statement accepting responsibility for collecting funds, signed by the department/program manager and the appropriate Dean, Director, or Associate Vice President.

- A secure lock box or safe must be in place that will be used to safeguard funds between deposits.

- Department must agree to cashiering policies and procedures and unannounced audits to insure that standards are being met.

Once all of the requirements are met, departments can submit a request for cash change funds.

II. CASH CHANGE FUNDS

A. Requesting a change fund

A written request should be directed to the University Controller, Sequoia Hall 311, and indicate the following:

1. The authorization of the Dean or Department Head to establish the Cash Change Fund, their approval of a staff/faculty member to act as custodian/administrator of the fund and the fund code to be charged.

2. The dollar amount of the cash fund requested and the purpose for which the fund is to be used.
3. The name, vendor number, employee ID number, and telephone number of the staff/faculty member who will be personally responsible (custodian/administrator) for the Cash Change Fund.

B. Receiving a Cash Change Fund

Accounting Services will request a check in the name and vendor number of the custodian of the fund. The custodian will be notified when the check is available for pick up. At the time of pick up, the custodian will be required to sign and date a memo acknowledging receipt of the check and a copy of change fund procedures.

The custodian of the fund must cash the check at the Student Financial Services Center with the Assistant Supervisor, or Assistant Director. Cashiers cannot cash checks.

C. Change Fund Policies

All change funds must be balanced each day of use. It is the responsibility of the department supervisor to ensure that all change funds are counted after each use and that they remain at their established amount. For change funds used infrequently, the change fund should be balanced monthly. Any change funds over or short by more than $10.00 should be verified by a supervisor. An incident report must be prepared for shortages and overages of $100.00 or more and a copy must be sent to the University Cashier. For shortages greater than $500.00, the University Police Department will be contacted to file a report. In addition, a copy of the incident report must be sent to the University Chief Financial Officer.

The Dean or Department Head will ensure that all departmental Cash Change Funds are audited on a monthly basis and that they are recorded in a log for review by Student Financial Services Center (SFSC) during their annual or quarterly audits. The log should consist of the custodian’s name, date verified, along with the custodian’s signature and the Dean or Department Head designee’s signature. Please note: Cash Change Fund audits cannot be conducted by their custodians.

D. Closing Cash Change Funds

When the custodian responsible for the fund no longer needs to use the fund, he/she must return the entire amount of their Cash Change Fund to the Student Financial Service Center to be relieved of accountability. The custodian should retain their receipt for the departmental check-out process that will verify that the appropriate debts were satisfied. If the employee is separating from the University, the Department should notify Accounting Services, the Student Financial Services Center, and Payroll as to the custodian’s last official day. In the event that their debt isn’t satisfied, the department should contact Accounting Services to initiate and coordinate the repayment process.

III. SAFEGUARDING FUNDS

Cash Change Funds exceeding $200.00 may be authorized only if safes, vaults, or money chests that are adequate to safeguard cash are used to maintain these funds.

The Cash Change Fund shall not be removed from the campus or deposited and/or co-mingled with personal funds, nor placed in a personal or off-campus bank account.
Individuals with cash change funds will be accountable for the safekeeping of the fund, and will be personally responsible for any cash shortages within the fund. For internal controls, only one individual will be assigned custodianship of the fund.

Employees with direct access to, or control over, cash, checks, other cash equivalents, credit cards, and/or credit card account information are considered to hold sensitive positions. The campus must perform, or contract for, background checks and employment verification prior to employing a person into these sensitive positions. **ICSUAM POLICY 3102.01**

**A. Audits**

Managers or supervisors will be responsible for performing unannounced cash audits for all change funds on a quarterly or annual basis.

The University Cashier will audit cash funds over $500.01.

<table>
<thead>
<tr>
<th>Amount of Fund</th>
<th>Frequency of Audit</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>$200.00 or less</td>
<td>Annually</td>
<td>Supervisor</td>
</tr>
<tr>
<td>$200.01 to $500.00</td>
<td>Quarterly</td>
<td>Supervisor</td>
</tr>
<tr>
<td>$500.01 to $2,500.00</td>
<td>Monthly</td>
<td>University Cashier</td>
</tr>
</tbody>
</table>

**IV. CASHIERING PROCEDURES**

Cashiers must balance their cash drawer to the correct amount each night. If a change fund is short, and the problem cannot be found, the cashier must short their deposit being sent to the bank, and bring their change fund to the correct balance. A shortage correction sheet with the correct shortage account number for their department must be sent with their batch reconciliation the following business day.

If a cash drawer is over, and the correction cannot be found, the cashier must receipt the overage amount to the correct overage account for their department or process an overage correction sheet. **Oversages should not be held in cash drawers.**

See Change Fund Policy (section II c) for appropriate reporting requirements.

**A. Cashiering Responsibilities**

University employees who receive and handle cash and cash equivalents must follow appropriate safeguarding, accountability, reporting, and audit controls.

Each Representative is responsible for ensuring their cash drawer is adequately secured during short absences. All change fund holders should have locking drawers or locking cash boxes.

**B. Payments**

1. **Check Payments**
   a. **Accepting Checks**

   Checks received by campus departments must:
   - be payable to CSU, Sacramento
   - be in U.S funds payable through a U.S bank
a. Accepting Checks (continued)
   - have a complete address
   - show a current date (post-dated checks are not acceptable)
   - have the payer's bank branch information and personal account and routing numbers imprinted on the check
   - have a signature on the signature line

b. Endorsing Checks
   All checks should be endorsed upon receipt. Departments that accept checks, but do not receipt their own payments will need to obtain an endorsement stamp from the Student Financial Services Center.

2. Cash Payments
   Cash payments should be verified in the presence of the payer. A receipt documenting the transaction with an assigned receipt number should be issued. Cash should not be accepted in drop boxes or at departments that have not been established as a cashiering location.

3. Credit Card Payment
   If there is a compelling need for a University department or program to collect funds by credit card at the department office or other location, the department must obtain approval from the University Bursar.
   http://www.csus.edu/aba2/procedures/forms/Department_Credit_Card_Authorization_Form.pdf

   In accepting credit card payments, California State University, Sacramento and its auxiliaries are required to comply with the Payment Card Industry Data Security Standard. The standard was developed by the major credit card companies as requirements a business must adhere to when accepting credit cards.
   https://www.pcisecuritystandards.org/security_standards/pci_dss.shtml