

**CASH HANDLING  
QUICK REFERENCE GUIDE & ACKNOWLEDGEMENT****Checks**

- Must be made payable to California State University, Channel Islands, CSUCI or reasonable variation thereof.
- Must be immediately and restrictively endorsed/stamped upon receipt.
- Must be held in a locked drawer or safe when not deposited the day of receipt.

**Security**

- Cash or checks held overnight should be kept in a locked drawer or safe.
- Safe combination is given only to authorized personnel and records are maintained listing who has access to the combination.
- Safe combination must be changed whenever authorized personnel leave the employ of a cash handling unit.
- Transportation/delivery of cash or checks should be in a locked and non-transparent moneybag.
- Deposits (cash and/or cash equivalents) must be transported in a secure manner by two campus employees.
- When coin and currency deposits exceed \$1,000 or cash equivalent deposits exceed \$5,000, employees must be escorted by campus police.

**When to Deposit**

- Cash or checks must be deposited within 5 business days of receipt or 3 business days if accumulated cash is greater than \$250 or total cash equivalent is in excess of \$10,000.
- Deposit counts must be verified by a second person.

**Receipts**

- Departments will prepare receipts when cash is received or requested by payers.
- The receipts must be used sequentially. Receipt stock shall be kept secured, inventoried and regularly reviewed to prevent and detect alterations.

**Cashiers**

- Each cashier must be assigned a unique user ID, login, password and their cash fund must not be accessible by or shared with other individuals.
- Cashiers must lock all cash and cash equivalents in a drawer or other secure receptacle whenever leaving the immediate area.
- Documentation of cash differences (overages and shortages) must be maintained for each cashier for subsequent review by a supervisor.
- Prospective employees who handle cash must have background check in accordance with HR2015-08.

**EMPLOYEE ACKNOWLEDGEMENT**

I certify that I have read and received a copy of the [Cash Handling Procedure](#) and Quick Reference Guide and fully understand my responsibilities with respect to the policy and procedures as outlined by the University and ICSUAM Policies 6200.00 to 6202.00 and 6330.00 to 6330.400.

Employee Name \_\_\_\_\_

Dept: \_\_\_\_\_

Ext: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_