

# **DIVISION OF BUSINESS & FINANCIAL AFFAIRS**

## **COVID-19 BRIEFING**

March 20, 2020

Unit: Financial Services

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### **INFORMATION:**

Modify Student Business Services (SBS) cashier's office hours for receipt of departmental deposits.

### **BACKGROUND AND POLICY ISSUE(S):**

Effective the week of March 16, 2020, CSUCI moved to a telecommuter working environment. The current operational situation must be evaluated for acceptance of departmental deposits.

Designated departmental cashiers will need to continue to ensure that all cash and cash equivalents are received are processed using their usual cash handling procedure and also ensure that all cash and cash equivalents are secured in a safe or locked drawer located within a locked office, until the deposit is transported to Student Business Services.

As the pandemic extends, social distancing practices must continue to limit the vulnerability of employees designated to support this process, including the Student Business Services cashier's office, which receives and processes departmental deposits.

### **RECOMMENDATION:**

Approve modification of the Student Business Services cashier's office hours to allow for receipt and processing of departmental deposits during the following schedule:

- Days: Wednesday and Friday
- Hours: 10 a.m. to 2 p.m.

These changes would take effect beginning March 25<sup>th</sup>.

### **SUPPORTING DOCUMENTATION:**

<https://www.csuci.edu/sbs/documents/csuci-cash-handling-policy-revised-2015.pdf>

**CURRENT UPDATE:** See above.

**SUPPLEMENTAL DOCUMENTS:** None.