



## CASH HANDLING PROCEDURES

CALIFORNIA STATE UNIVERSITY, FRESNO  
ACCOUNTING SERVICES  
September 12, 2022

## Table of Contents

1.0	Introduction	
1.1	Purpose.....	1
1.2	Scope .....	1
1.3	Contacts.....	1
1.4	Definition of Terms.....	1-2
2.0	Responsibilities	
2.1	University Controller or Designees’ Responsibilities.....	2
2.2	Cashier Supervisor or Designees’ Responsibilities .....	3
3.0	Procedures	
3.1	Satellite Location Criteria.....	3
3.2	Satellite Location Procedures .....	3-4
3.3	Non-Satellite Locations Receiving Payments.....	4-5
3.4	Sensitive Positions and Cash Handling.....	5
3.5	Segregation of Duties.....	5-6
3.6	Transporting Deposits.....	6
3.7	Satellite Cashiering Stations (receipting into CASHNet.com only).....	6-8
3.8	Satellite Cashiering Stations (Collection Sheets and Departmental Deposits).....	8-9
4.0	Guidelines	
4.1	Change Funds .....	9-10
4.2	Checks.....	10
4.3	Checks Received via Mail .....	10
4.4	Check Requirements.....	10-11
4.5	Endorsement Stamp .....	11-12
4.6	Official University Cash Receipt .....	12
4.7	Physical Protection of Cash and Cash Equivalents .....	12
4.8	Safe/Vault and Lockable Receptacles .....	13-14
4.9	Petty Cash Funds .....	14-16
4.10	Debit/Credit Card Payment Policy .....	16
4.11	Surprise Audits .....	16
4.12	Failure to Comply.....	16

References.....16

## CASH HANDLING PROCEDURES

**1.0 INTRODUCTION****1.1. PURPOSE**

- 1.1.1. The purpose of this document is to establish campus protocol and procedural guidelines for the handling of cash and cash equivalents and appropriate segregation of duties in accordance with University and ICSUAM Policies.

**1.2. SCOPE**

- 1.2.1. This document will pertain to any department, collectively and person, individually in the handling of cash or cash equivalents.
- 1.2.2. Anyone handling funds on behalf of the University (collecting, depositing, and/or authorizing) must attend annual mandatory cash handling training.

**1.3. CONTACTS**

- 1.3.1. **Cashiering Services:** 559.278.2641
- 1.3.2. **Cash Handling Policies and Procedures:** Individuals collecting, depositing, and/or authorizing funds (cash or cash equivalent) must attend training by contacting Cashiering Services Brian Alley at [brianalley@csufresno.edu](mailto:brianalley@csufresno.edu) or 559.278.2881.
- 1.3.3. **Accounts:** Verification of PeopleSoft chart field strings can be verified by contacting General Accounting and Financial Reporting Lora Kutka at [lkutka@csufresno.edu](mailto:lkutka@csufresno.edu) or 559.278.4343.
- 1.3.4. **Change Funds:** Established by contacting Accounting Services Anna Andalon at [aandalon@csufresno.edu](mailto:aandalon@csufresno.edu) or 559.278.2760.
- 1.3.5. **Collection Sheets:** Questions regarding collection sheets (obtaining or returning) can be answered by contacting Cashiering Services at 559.278.2641.
- 1.3.6. **Petty Cash Funds:** Established by contacting Accounting Services Anna Andalon at [aandalon@csufresno.edu](mailto:aandalon@csufresno.edu) or 559.278.2760.

**1.4. DEFINITION OF TERMS**

**Cash:** Coins & currency.

**Cash Equivalents:** Checks, cashier's check and money orders.

**Cashier:** Individual receiving cash or cash equivalents at the point of sale and recording in CASHNet, or via deposits at Cashiering Services.

**Cashiering Services:** Main cashiering location/site/station responsible for the collection of student payments, department deposits and petty cash reimbursements located in the Joyal South Lobby/Student Services Center.

**CASHNet:** University cashiering system.

**Change Fund:** Funds used for satellite Cashier Stations that accept payments and need to make change for those transactions.

**Collection Sheet:** A three-part form used by departments to reference payment collections received in a department.

**Department Code:** A three-letter code that corresponds to a department.

**Departmental Deposit Form:** A form used by departments that deposit infrequently (20 deposits or less and/or less than \$5,000 in a fiscal year) to reference payment collections received in a department.

**Dual Custody:** Two or more unrelated individuals are present whenever cash is being handled.

**eMarket:** A store used for “payment enabling” a campus or department website for non-authenticated customers. Customers pay online via E-Pay (ACH) or Credit Card (American Express, Discover, MasterCard and Visa) through a CASHNet eMarket storefront.

**ICSUAM:** Integrated California State University Administrative Manual.

**Item Code:** Alpha and/or numeric code that corresponds to a chartfield string.

**Official University Cash Receipt:** A receipt generated from CASHNet.

**Petty Cash:** Funds that are used for small cash purchases.

**Satellite Cashier Station:** A collection station that performs cashiering activities located on or off campus established for student, faculty, and staff convenience.

## 2.0 RESPONSIBILITIES

### 2.1 UNIVERSITY CONTROLLER OR DESIGNEES’ RESPONSIBILITIES (ICSUAM 6202.00):

- 2.1.1 Approve official satellite cashiering locations using the CASHNet system, collection sheets /departmental deposit forms, and non-cash handling authorization forms.

### 2.2 CASHIERING SUPERVISOR OR DESIGNEES’ RESPONSIBILITIES (ICSUAM 6202.00):

- 2.2.1 Recommend approval of official cashiering locations using the CASHNet system, collection sheets /departmental deposit forms and non-cash handling authorization forms.
- 2.2.2 Ensure appropriate approvals have been obtained prior to establishing an official satellite cashiering station.
- 2.2.3 Maintain a listing of all departments and individuals that perform cash handling duties at each official satellite cashier station.
- 2.2.4 Ensure cashiering stations are operating in accordance with CSU and University policy and procedures.
- 2.2.5 Ensure that the following requirements have been met for each cashiering station:
  - 2.2.5.1 Satellite Cashiers have been properly trained in cash handling, the preparation and processing of deposits and the use of CASHNet (ICSUAM 6200.00).
  - 2.2.5.2 Cash, checks, and debit/credit card information are physically protected (ICSUAM 6330.00).
  - 2.2.5.3 Appropriate segregation of duties is maintained (ICSUAM 6202.00).
- 2.2.6 Perform periodic inspection of all devices. Train individuals that perform cash handling duties how to inspect devices and report potential tampering. At minimum, the inspection process should include the following steps:
  - Confirm that each device has the expected serial number, as recorded in the table above.
  - Inspect the device's magnetic stripe reading slot for any signs of tampering or added equipment.
  - Inspect the device's EMV insertion slot (if applicable) for any signs of tampering or added equipment.
  - Inspect the PIN entry pad for any signs of tampering or added equipment.
  - Inspect the underside of the device for any broken seals or any other signs of tampering.

## 3.0 PROCEDURES

### 3.1 SATELLITE LOCATION CRITERIA

- 3.1.1 Department must have a business purpose for accepting funds (i.e. such as when a location activity requires collecting revenue outside of regular university business hours).

### 3.2 SATELLITE LOCATION PROCEDURES

- 3.2.1 Departments must contact Cashiering Services to request appropriate authorization form before funds are collected.
- 3.2.2 Department must submit authorization form and ensure appropriate approvals have been obtained prior to handling funds (cash and cash equivalents).
- 3.2.3 Authorization form must be submitted by the department:
  - 3.2.3.1 Every fiscal year
  - 3.2.3.2 When any changes occur that pertain to cash handling (i.e. a new designee that will be handling funds, designee will no longer handle funds, new purpose of collections, etc.).
- 3.2.4 All approved designees (department chairs, deans, directors, managers, or the equivalent) listed on the authorization form must attend the annual mandatory satellite cashier training to meet state audit requirements for those that handle (collect, deposit, and/or authorize) funds stateside. In addition, any state employee handling auxiliary funds and/or third-party funds or Foundation/Auxiliary employee handling state funds. Training is imperative to apprise and reinforce understanding of current cash handling procedures.
- 3.2.5 Students are not permitted to handle (collect, deposit, and/or authorize) funds unless they have prior written approval from the University Controller. If approved, student is required to attend annual mandatory satellite cashier training.
- 3.2.6 Departments must follow appropriate procedures to safeguard and protect any cash and cash equivalents collected.
- 3.2.7 Each approved designated Satellite Cashier is responsible for ensuring that Cash Handling policies and procedures are followed.

- 3.2.8 Cash and cash equivalent collections shall only be received at official satellite cashier station by designated Satellite Cashiers.
- 3.2.9 Satellite cashiers may be required to show Fresno State ID when signing out for collection sheets and (or) depositing funds at Cashiering Services.

### 3.3 NON-SATELLITE LOCATIONS RECEIVING PAYMENTS

- 3.3.1 Departments that are not authorized satellite cashiers must direct vendors/payers to:

**Pay by Mail** (must include remittance):

California State University, Fresno  
 Cashiering Services - Joyal Administration Building  
 5150 N. Maple Avenue, M/S JA58  
 Fresno, CA 93740-0826

**Pay in person** (must provide remittance):

Cash, checks, cashier's check, and money orders are accepted at Cashiering Services located in the south lobby of the Joyal Administration Building.

- 3.3.2 Checks sent directly to Cashiering Services must reference the department name and (or) contact person and must include the remittance so that it can be easily identified.

- 3.3.3 Processing check payment:

3.3.3.1 If check payment is easily identifiable, Cashiering Services will immediately receipt payment and email a copy of the check along with receipt to department.

3.3.3.2 If check is payment is not easily identifiable Cashiering Services will scan/email check to department. Department designee must provide the following payment information:

3.3.3.2.1 Collection sheets: item code and chartfield string.

3.3.3.2.2 Departmental deposits: chartfield string and payment description.

3.3.3.2.2.1 Information must be provided no later than the next business day by 3:00pm. Once receipted,



Cashiering Services will email a copy of the check along with receipt to department.

### 3.4 SENSITIVE POSITIONS AND CASH HANDLING

- 3.4.1 Employees with direct access to, or control over, cash, cash equivalents, credit cards and/or credit card account information are considered to hold Sensitive Positions and are subject to background checks in accordance with HR Coded Memo 2017-17 and/or its successor policy (ICSUAM 6201.00).
- 3.4.2 The only exception to this policy is for temporary cash handling activities (e.g., parking attendants, ticket sellers) which may not warrant background checks. Instead, mitigating supervisory review controls should be employed in such instances (ICSUAM 6201.00).

### 3.5 SEGREGATION OF DUTIES

- 3.5.1 Separation of duties must be maintained when cash is received, and no single person should have complete control. If campuses are unable to comply with any of the requirements for lack of resources, campuses must establish comparable, mitigating controls approved by the campus CFO that can prevent and detect loss from fraud or negligence (ICSUAM 6202.00).
- 3.5.2 Cash receipts/handling operations require supervision and review by department chair, manager, director, or dean consistent with operating requirements.
- 3.5.3 The individual who authorizes refunds cannot receive or handle cash or cash equivalents.
- 3.5.4 Deposit counts must be verified under dual custody (ICSUAM 6202.00).
- 3.5.5 Students are not permitted to handle funds unless they have prior approval from the University Controller.

### 3.6 TRANSPORTING DEPOSITS

- 3.6.1 Transporting Deposits to Cashiering Services
  - 3.6.1.1 Transporting of deposits should be in a sealed and a non-transparent bag.

3.6.1.2 Cash Handling Units shall deposit to the Main Cashier and/or bank, whenever excess cash exceeds \$1,000. Deposits meeting or exceeding these thresholds require a campus police escort or armored car. (ICSUAM 6330.00).

### 3.7 SATELLITE CASHIERING STATIONS (receipting into CASHNet.com only)

- 3.7.1 CASHNet users must complete a CASHNet Online Receipting Activation Request Form. If the 'cashier' leaves the department, the supervisor or department manager must complete the CASHNet Online Receipting Inactivation Request Form and notify the Cashiering Services supervisor.
- 3.7.2 Students are not permitted CASHNet access unless they have prior approval from the University Controller.
- 3.7.3 Each cashier shall be assigned a unique user ID, login, password, and cash fund not accessible by or shared with other individuals. The department manager must instruct cashiers on how to select strong authentication credentials. The department manager must instruct cashiers on how to protect authentication credentials. The department manager must provide a cash register drawer or other secure cash receptacle to which only the cashier has access (ICSUAM 6202.00).
- 3.7.4 Prior to leaving the cash register or work area for any reason, the cashier will lock the cash drawer and remove the key, keeping it in their possession (ICSUAM 6202.00).
- 3.7.5 All cash registers and point of sale equipment must produce a receipt controlled by consecutive numbers generated automatically and recorded with each transaction. This numbering mechanism must be accessible only to the manufacturer's service representative or appropriate manager who is independent of that cashiering location.
- 3.7.6 Subsequent to collection of the funds, each cashier shall offer a copy of the receipt to the customer.
- 3.7.7 An official Fresno State cash receipt must be recorded for each collection. A collection not recorded on cash register or point of sale equipment, including mailed payments, can be recorded on a valid pre-numbered, multiple-part cash receipt or a mailed payments log. The receipts must be used sequentially. Receipt stock shall be kept secured, inventoried, and regularly reviewed to prevent and detect alteration. Mailed payments log should be reviewed and reconciled at a minimum monthly.

- 3.7.8 Each cashier should take reasonable precaution to detect counterfeit money prior to acceptance. Cashier shall use a counterfeit detector pen and (or) a currency counter that detects counterfeit bills over \$5.
- 3.7.9 Requests to process directly into a Point-of-Sale terminal a customer's credit or debit card (if the cardholder is not physically present) must contain all the following elements:
  - 3.7.9.1 Card must be physically present.
  - 3.7.9.2 Cardholder's valid ID must be presented.
  - 3.7.9.3 Properly signed/executed authorization from the cardholder referencing the last four (4) credit/debit card account numbers. The campus will not accept payment by email, fax transmission or phone (ICSUAM 6340.00).
- 3.7.10 As part of normal operations throughout the day, the cashier will accumulate receipts from sales. Cash in excess of daily operational needs shall be transferred from the register drawer to a campus approved safe or lockable receptacle.
- 3.7.11 All cash registers and point of sale equipment must produce a *Cashier Check-out* receipt and balance sheet for verification to cash and cash equivalents collected. Reconciliation must be reviewed and verified and signed by their supervisor or designee.
- 3.7.12 At the close of business, all cash and cash equivalents must be secured and stored in accordance with CSU requirements as noted in *Physical Protection of Cash and Cash Equivalents* section (ICSUAM 6330.00).
- 3.7.13 Documentation of cash differences (overages and shortages) must be maintained for each cashier and reviewed by the University Cashiering Services Supervisor (ICSUAM 6202.00).
- 3.7.14 Cash Transactions > \$10,000 Notification and Processing - Funds received, from a single individual, in the form of cash, money orders, cashier's checks, traveler's checks, or other bank instruments in US dollars in a cumulative total that exceeds \$10,000 in any 365-day period must be reported to the IRS. The Cashiering Services Supervisor will complete the required IRS Form 8300 Report of Cash Payments Over \$10,000 Received in a Trade or Business' and submit it to the IRS within 15 days of the date the total amount received exceeds \$10,000.

- 3.7.15 Cashier cannot void/reverse his/her own transaction. All voided/reversed transactions must be authorized by the appropriate supervisor.
- 3.7.16 Voids and reversals of a prior cash or cash equivalent receipt, must be supported by all copies of the document involved, explained, and approved in writing or electronically by the Cashiering Supervisor or designee(s) at the time of the occurrence and submitted with the deposit supporting documentation.
- 3.7.17 Deposits are required to be validated and prepared under dual custody. The validation and preparation of cash deposits is conducted discretely in a safe and secure area (ICSUAM 6330.00).

### 3.8 SATELLITE CASHIERING STATIONS (Collection Sheets and Departmental Deposits)

- 3.8.1 An Authorization Form must be completed and approved by department chair, manager, director, or dean.
  - 3.8.1.1 It is the responsibility of each Satellite Cashier station to notify the Cashiering Services Supervisor of any changes in designees and to update the authorization form.
- 3.8.2 Students are not permitted to handle funds unless they have prior approval from the University Controller.
- 3.8.3 Deposits should be prepared by an individual who does not have access to recording transactions (i.e., should not have access to post journal entries), authorizing adjustments to the accounts receivable ledger or to the general ledger, or the person following up on collectibles (ICSUAM 3102.08).
- 3.8.4 Deposit shall be verified and authorized by a department chair, manager, director, or dean.
- 3.8.5 Deposits shall be reviewed and reconciled to the general ledger by an individual who is not part of the deposit process and does not have access to cash. This provides an independent verification that the amount recorded on the supporting deposit documents was the amount that was deposited.
- 3.8.6 The campus CFO or their designee must approve of all physical locations, websites, 3rd party processors, or any channel accepting credit card payments. Credit card payments will only be accepted at approved locations, using an approved CSU merchant card processor (ICSUAM 6340.00).

- 3.8.7 Each cashier should take reasonable precaution to detect counterfeit money prior to acceptance. Cashier shall use a counterfeit detector pen and (or) a currency counter that detects counterfeit bills over \$5.
- 3.8.8 Deposits must be deposited at Cashiering Services within five (5) business days of receipt (ICSUAM 6330.00).
- 3.8.9 Deposits should include the following:
- Collection Sheet or Departmental Deposit Form.
  - Deposit (cash and/or cash equivalents).

## 4.0 GUIDELINES

### 4.1 CHANGE FUNDS (ICSUAM 6320.00):

- 4.1.1 Change funds may be established to support change making activity. A Petty Cash Fund/Change Fund Authorization Form should be completed with all the necessary information and appropriate signatures. After approval is granted, a change fund will be ordered, and the custodian will be notified when available for pick-up at Cashiering Services.
- 4.1.2 Petty Cash Fund/Change Fund Authorization form shall be submitted to Accounts Payable seven (7) business days prior to event or need.
- 4.1.3 Change fund custodian is responsible for the security of their change fund.
- 4.1.4 Each change fund can only have one (1) custodian and cannot be shared
- 4.1.5 Change funds must not be commingled with other funds and cannot be transferred to another individual.
- 4.1.6 Change fund custodian must attend the annual mandatory satellite cashier training to meet state audit requirements for those that handle funds stateside.
- 4.1.7 When change funds are no longer needed, those funds must be deposited at Cashiering Services. The change fund custodian must also notify Accounts Payable.
- 4.1.8 A surprise audit will be performed on a periodic basis by Accounting Services. At a minimum, the frequency of such verifications is based on the amount of funds at risk:

Size of Funds

Frequency of Count

\$200.00 or less	Annually
\$200.01 to \$500.00	Quarterly
\$500.01 and more	Monthly

Surprise audits may be performed more frequently than in the above table.

#### 4.2 CHECKS

- 4.2.1 All checks must be made payable to California State University Fresno or Fresno State (ICSUAM 6330.00).
- 4.2.2 Personal checks cannot be submitted in lieu of cash payments.
- 4.2.3 Two party checks will not be accepted.

#### 4.3 CHECKS RECEIVED VIA THE MAIL:

- 4.3.1 If checks received are not payable to California State University Fresno, CSU, Fresno, or Fresno State or cannot be identified or properly applied after sufficient research, the item should be returned to the account holder to be reissued (ICSUAM 6202.00).

#### 4.4 CHECK REQUIREMENTS (ICSUAM 6330.00):

- 4.4.1 All checks must be made payable to California State University, Fresno, or Fresno State.
- 4.4.2 Checks accepted by the University must contain all legally required elements including:
  - Dating no earlier than 180 days prior to the day of acceptance and no later than the day of acceptance.
  - Legible and consistent amounts, both the numeric and written.
  - A signature on the signature line.
- 4.4.3 Checks bearing the legend "Payable/Paid in Full" must not to be accepted.
- 4.4.4 Checks received in the mail from the maker should be reviewed at the time of receipt for the required elements noted in procedure 4.4.2. The following procedures should be followed for checks that do not contain all the legally required elements noted in procedure 4.4.2 above:

- If any of the required elements are not met, the cashier must return the check to the maker for correction.
- The cashier should make every effort to contact the maker to request a new check be issued. The cashier should mail the invalid check back to the maker and record the item in log or keep a copy of document sent to maker.

4.4.5 All checks must be verified, processed, and endorsed by the close of business on the day of receipt and kept secured in a locking drawer or safe.

4.4.6 Actual checks must not be routed to other departments to obtain recording chartfield information when the proper account(s) are not readily available. Endorse the check and scan it to the applicable department(s) for research. All unidentified deposits will be posted to a specific “Uncleared Collections” account. (ICSUAM 3102.08).

#### 4.5 ENDORSEMENT STAMP

4.5.1 All checks accepted by the campus must be restrictively endorsed by a cash register or an endorsement stamp approved by the Cashiering Services Supervisor. All checks must be endorsed by the close of business on the day received (ICSUAM 6330.00).

4.5.2 Endorsement should indicate “For Deposit Only – California State University, Fresno”. For example, the following endorsement should be placed on the back of each check (ICSUAM 6330.00):

#### Endorsement Example

*Pay to the order of*  
Wells Fargo Bank, N.A.  
For Deposit Only  
California State University Fresno  
University Cashiering  
Account #####

4.5.3 Cashiering Services will order the appropriate endorsement stamp. Use the [Endorsement Stamp Order Request Form](#).

#### 4.6 OFFICIAL UNIVERSITY CASH RECEIPT

- 4.6.1 An official university cash receipt shall be recorded for each collection using a cash register, point of sale equipment, online secured payment sites or automated ticketing system, except in circumstances where it is not practical (e.g. event parking and payments received at department through the mail).
- 4.6.2 Individuals making a cash payment (in person) must always be provided with a pre-numbered receipt and a duplicate copy should be retained by the department. Make sure all pertinent information is indicated on the receipt (i.e. student/customer name, Fresno State ID number if applicable, description of what is being purchased, department name and individual accepting payment).

#### 4.7 PHYSICAL PROTECTION OF CASH AND CASH EQUIVALENTS

- 4.7.1 Cash and cash equivalents must be locked in a secure receptacle or safe at all times except when in use by a cashier for working cash. If the cashier needs to leave their work area for any reason, the cash drawer must be secured (ICSUAM 6330.00).
- 4.7.2 Funds or property not related to the operation of the campus must not be stored in the safe/vault.
- 4.7.3 The physical setup of all cashiering stations must be reviewed by Campus Risk Management personnel annually to ensure the safety of funds and personnel. Such reviews must be in writing and retained per campus fiscal records retention policy.

#### 4.8 SAFE/VAULT AND LOCKABLE RECEPTACLE:

- 4.8.1 The following are the requirements for storage of cash and cash equivalents (ICSUAM 6330.00):

##### CSU Safe Requirements:

- Up to \$1,000 in a lockable receptacle.
- From \$1,001 to \$2,500 in a safe.
- From \$2,501 to \$25,000 in a steel-door safe, with a door thickness of not less than 1 inch and wall thickness of not less than ½ inch.
- From \$25,001 to \$250,000 in a class TL-15 composite safe or better.
- Over \$250,000 in a class TL-30 steel or better safe.



- 4.8.2 Physical security systems are required in areas where large amounts of cash are collected. If more than \$2,500 in cash and cash equivalents is regularly on hand, a manual robbery alarm system or other appropriate measure must be installed for use during business hours to alert campus police.
- If more than \$25,000 in cash and cash equivalents is stored overnight, an automated alarm system is required to alert campus police if the storage area is entered after business hours.
- 4.8.3 Safes must be bolted to the ground or wall and such activity must be coordinated through the Facilities Management (must submit Customer Service Request).
- 4.8.4 The relocation or removal of existing safes must only be performed by Facilities Management (must submit Customer Service Request).
- 4.8.5 All safe/vault and lockable receptacles must be purchased from a university approved vendor.
- 4.8.6 Lockable receptacles that store cash, checks or debit/credit card information must always remain locked when not in use and should be stored in a locked desk, cabinet, or office when not in use for operations.
- 4.8.7 A current list and history of all personnel who have access to the safe, vault or lockable receptacle must be maintained by the Department Chair or Manager. Supporting documentation must be retained and submitted to Accounting Services for recordkeeping or audits each year or when changes have been made.
- 4.8.8 If the safe or vault has a combination operated lock the combination must be changed every year or when a person who knows the combination leaves the department or no longer needs access. Supporting documentation must be retained and submitted to Accounting Services for recordkeeping or audits each year or when changes have been made.
- Documentation must be maintained showing the date and the reason for the combination changes for five (5) years.
- 4.8.9 The combination should be known to as few persons as possible consistent with operating requirements and the value of the cash or documents.

- 4.8.10 Students must not be permitted access to the safe, vault or lockable receptacle unless they are a student cashier and have prior approval from the University Controller.

#### 4.9 PETTY CASH FUNDS (ICSUAM 6320.00):

- 4.9.1 Establishment: Petty cash funds may be requested when there is an established need for repetitive small cash purchases. A Petty Cash Fund/Change Fund Authorization Form should be completed with all the necessary information and appropriate signatures. After approval is granted, a petty cash fund will be ordered, and the custodian will be notified when available for pick-up at Cashiering Services.
- 4.9.2 Expenditures: At the time an expenditure is made, a receipt will be obtained which contains the following:
  - 4.9.2.1 Date of expenditure, Name of Vendor, and Amount paid.
  - 4.9.2.2 Positive evidence that a payment was made. (e.g., Cash register receipt or handwritten invoice on which "paid" appears.)
  - 4.9.2.3 Description of the goods purchased.
  - 4.9.2.4 Signature indicating receipt of goods or services (when applicable).
- 4.9.3 Reimbursement: Reimbursement to the fund custodian will be made when the following documentation is submitted:
  - 4.9.3.1 Petty cash voucher supported by original purchase receipts.
  - 4.9.3.2 Completed summary information on first page of petty cash voucher.
  - 4.9.3.3 Pre-approved food and related items (when applicable).
- 4.9.4 Closing: When petty cash funds are no longer needed, when there is six (6) months of inactivity, or upon termination or departmental transfer of the custodian, petty cash funds will be returned to the Accounting Office. Transfer of funds to a successor is not authorized. If a successor is to be furnished a petty cash fund, a new request is required.
- 4.9.5 Miscellaneous: Petty cash cannot be used to purchase anything requiring special approval, nor should it be used for purchases requiring a purchase

order. When the fund is not in use, it must be kept in a secure, locked receptacle.

- 4.9.6 Theft: In the event of theft, notify Campus Police immediately. A new request should be submitted requesting reimbursement of the fund that will include the following details:
  - 4.9.6.1 Date and time of theft.
  - 4.9.6.2 Amount of theft.
  - 4.9.6.3 Circumstances involved.
  - 4.9.6.4 Prevention taken against similar occurrences.
  - 4.9.6.5 Name of custodian and department.
  - 4.9.6.6 Copy of police report.
- 4.9.7 Petty cash fund custodian must attend the annual mandatory satellite cashier training to meet state audit requirements for those that handle funds stateside.
- 4.9.8 The petty cash funds which currently exist in various departments are managed by a “petty cash custodian.” Each department must have their own fund if they wish to use petty cash for expenditures.
- 4.9.9 All petty cash purchases must be for valid and proper University business purposes; the same rules and criteria used by the Purchasing Department apply to petty cash purchases.
- 4.9.10 Purchase of a single item or multiple items totaling more than \$50 (excluding sales tax) on a single receipt, or invoice, cannot be reimbursed by petty cash.
- 4.9.11 A petty cash voucher may combine separate receipts from the same vendor if dated different days and they do not exceed the \$50 limit.
- 4.9.12 Individuals can claim reimbursement from department petty cash custodians by presenting original receipts, or by presenting order/registration form with copy of check, or credit card statement.
- 4.9.13 Petty cash custodians shall request reimbursement of their departmental petty cash fund at least monthly by completing the Summary Information section and submitting the petty cash vouchers to Accounting Services M/S JA 58.

- 4.9.14 Purchases of food and/or snack related items must be allowable by the Hospitality Policy and funding source and must be documented as required by the Hospitality Policy.
- 4.9.15 Petty cash voucher must include a complete Peoplesoft chartfield string and an authorizing signature.
- 4.10 Debit/Credit Card Payment Policy (6340.00)
  - 4.10.1 The campus CFO or his/her designee must approve of all physical locations, websites, 3rd party processors, or any channel accepting credit card payments. Credit card payments will only be accepted at approved locations, using an approved CSU merchant card processor.
  - 4.10.2 Cashiering sites accepting credit card payments should use only Point of Sale terminals or equipment supplied to the location by the campus' merchant card processor. The campus CFO or his/her designee must maintain a list of such devices. All Point-of-Sale terminals and systems must be configured to prevent retention of the full magnetic strip, card validation code, PIN, or PIN Block cardholder data once a transaction has been authorized. If any account number, cardholder name, service code, or expiration date is retained, it must be encrypted and protected according to the standards outlined in the Payment Card Industry (PCI) Data Security Standards.
  - 4.10.3 Cashiering sites accepting credit card payments must verify the identity of any third-party persons claiming to be repair or maintenance personnel, prior to granting them access to modify or troubleshoot devices. Do not install, replace, or return devices without verification. Be aware of suspicious behavior around devices and report suspicious behavior to appropriate personnel.
  - 4.10.4 The University will not accept payment by email or fax transmission.
- 4.11 SURPRISE AUDITS
  - 4.11.1 Satellite Cashier Stations and/or other cash funds are subject to an annual surprise audit to ensure that we are compliant with State policies, procedures, and regulations.
  - 4.11.2 The Satellite Cashier Station and/or custodians will not be notified of the audit.
  - 4.11.3 If an audit is being performed, the Satellite Cashier Station and/or custodians must grant all access to information requested by the auditing

team. Failure to do so will result in the immediate closure of the Satellite Cashiering operation and/or closure of cash fund.

4.11.4 Dual custody must be present during the audit.

4.11.5 Documentation for the audit must be signed. This document must be retained for recordkeeping or audits for five (5) years.

4.12 FAILURE TO COMPLY

4.12.1 May result in additional audits.

4.12.2 May result in the closure of the satellite cashiering operation.

**References:**

ICSUAM Policies, 3102.08, 6200.00, 6201.00, 6202.00, 6320.00, 6330.00 & 6340.00