

PROCEDURE TITLE:	BASIC CASH MANAGEMENT INFORMATION
PROCEDURE NO.:	4.21:1
RELATED POLICY:	4.21REV
PAGE NO.:	1 OF 3
RESPONSIBLE ADMINISTRATOR(S):	VPFA, CONTROLLER, BURSAR
EFFECTIVE DATE:	10/14/16
NEXT REVIEW DATE:	10/2017
APPROVED BY:	PRESIDENT

1.0 PURPOSE

The purpose of these procedures is to support the implementation of SSU Policy 4.21 REV., Cash Management.

1.1 Introduction

At Shawnee State University, the collection and control of cash are very important duties. The Office of the Bursar is the University's primary cash handling agent. Ideally, the control, collection and oversight of cash receipts should be centralized in one location. However, this is not always possible or practical. The procedures for handling cash receipts in decentralized situations are explained in this document.

1.1.1 Historical practices shall not constitute justification for deviation from the following guidelines. The material contained in this document regarding the handling of cash supersedes any previous procedure followed within the University and/or within departments. **The University Controller reserves the right to make interpretations and exceptions to the procedures contained in this document.**

1.1.2 Changes in University cash handling procedures will be communicated via email and will be available for review at: <http://www.shawnee.edu/off/controller/index.html>. These procedures will be effective upon issuance unless stated otherwise.

2.0 REQUIRED AUTHORIZATION TO COLLECT MONEY

Before undertaking any new cash handling operation or activity, prior written approval for the activity must be received from the Controller's Office.

3.0 BANK ACCOUNTS FOR DEPARTMENTS AND STUDENT GROUPS

University departments and student groups must use Shawnee State as a fiduciary for University funds. The use of outside bank accounts bearing the name and/or tax identification number of Shawnee State University for the depositing and/or safekeeping

of funds is strictly prohibited regardless of the funding source. Any requests to deviate from this policy must be submitted in writing to the University Controller for proper authorization.

4.0 GUIDELINES IN THE EVENT OF A ROBBERY

4.1 The following guidelines are provided to help ensure staff safety and minimize loss to the University. **Unnecessary risks should never be taken.**

- 4.1.1 Cooperate with the robber. Avoid any confrontation and facilitate a rapid departure.
- 4.1.2 Stay as calm as possible. Take no risks. Try not to panic or show any signs of anger or confusion.
- 4.1.3 Make a mental note of any descriptive features or distinguishing marks on the robber, such as race, height, weight, his/her clothing, hair color, eye color, scars, tattoos, etc. Touch nothing in areas where robbers were, and note specific objects touched by robbers.
- 4.1.4 If it is safe to observe, note the direction the robber went when leaving. If possible, observe the license number, color and make of the vehicle leaving the scene.
- 4.1.5 Call 911 and the Department of Public Safety (extension 3232) when it is safe to do so.
- 4.1.6 The robbery should not be discussed with anyone until law enforcement or Campus Security arrives.
- 4.1.7 Cooperation with law enforcement and the Department of Public Safety is important.
- 4.1.8 The victim should, above all else, remain calm and try to remember the details. Write them down. At your request, the Department of Public Safety will assist in devising specific procedures for your department or area.

5.0 CHECK CASHING

The University does not permit check cashing of any kind.

6.0 CHARITABLE GIFTS

Charitable gifts to Shawnee State University should not be deposited with the Office of the Bursar but should be forwarded to the Shawnee State University Development Foundation for Processing. Centralized depositing of charitable gifts ensures proper receipting and acknowledgement of donors. Without an official Development Foundation receipt, the donor may not be able to take an IRS tax deduction for the gift amount. Donor information is recorded in a database for historical tracking of the donor's relationship to the University.

7.0 GRANTS

To ensure proper accounting for and tracking of grant awards, all grant funds received should be forwarded to the Controller for subsequent deposit by the Bursar's Office.

History

Effective: 01/20/12

Reviewed: 10/14/16 with no revision