Our department agrees to abide by the following terms:

1. Student I.D. will be recorded on each individual check or money order, preferably in the memo section of the check.
2. Two party checks will not be accepted.
3. All checks will be restrictively endorsed immediately upon receipt.
4. Cash will be appropriately safeguarded at all times in a secure location, (e.g. locked cabinet or drawer).
5. All cash receipts including credit card will be kept in a locked safe until collections are deposited to the Main Cashiers’.
6. Deposits will be made to the Main Cashiers’, CLA B1-113 based on the following criteria.
   * Satellite/Department with a safe or vault may accumulate collections until they reach the amount of $500 in cash or $10,000 in cash, checks, money orders, credit card and warrants.
   * Satellite/Department without a safe or vault may accumulate collections until they reach the amount of $250 in cash, or $10,000 in cash, checks, money orders, credit card and warrants.
   * Receipts of any amount will be deposited daily, but will not remain un-deposited for more than 5 working days.
7. Transport (walking or driving) of cash in excess of $500 to the Main Cashiers’ will be done with dual custody. Cash over $2,500 will be escorted by a Campus Security or Police Officer.
8. Endorsement stamp and collection sheets will be locked in safe location.
9. Please list at least 2 designees per cashiering function. Cash drawer will not be shared by multiple cashiers on the same business day.
10. Segregation of Duties - the person that collects funds will be different from the person that will transport the funds to the Main Cashiers’ Office for deposit. (Not applicable to Parking and Transportation Services Pay Stations)
11. Any checks received in error will be researched and hand delivered to the Main Cashiers’ Office for proper routing.
12. Our department understands and agrees to adhere to the above to ensure effective internal controls and compliance to audit requirements.

*Satellite/cashiers failure to comply with the procedures will be subject to internal audits and/or the immediate closure of their satellite cashiering operation.