



ASSOCIATED STUDENTS INC
SF STATE UNIVERSITY

Cash and Check Receipt Handling Policy

Policy 305

Approved: 05/06/2004

Associated Students Cash and Check Receipt Handling Policy

1. Name

This document shall be called the Associated Students Cash and Check Receipt Handling Policy.

2. Authority of Amendment

This policy may be amended by a majority vote of the A.S. Board of Directors (BOD).

3. Guidelines

A. Handling of Cash and Checks

1. All checks received by the A.S. Business Office and the Early Childhood Education Center shall be endorsed immediately with the "For Deposit" A.S. stamp.
2. All cash received by the A.S. Business Office and the Early Childhood Education Center shall be locked and secured in a lockable draw.
3. At the end of each business day, all cash and checks shall be locked in the combination safe.

B. Transportation of Cash and Checks from the Early Childhood Education Center

1. Transportation of Cash and Checks from the Early Childhood Education Center to the A.S. Business Office shall require two staff to accompany the transport. The cash and checks shall be placed inside a secure lockable bag.

C. Combination Safe

1. The A.S. Business Office Manager and the Director of the Early Childhood Education Center shall be responsible for maintaining the list of personnel who are authorized to have access to the combination safe.
2. When an employee who has access to the combination safe leaves employment, the combination safe lock shall be changed no later than 14 days after the separation of the employee.

Approved by A.S. Board of Directors on May 6, 2004