

**CASH HANDLING POLICY
and
FREQUENTLY ASKED QUESTIONS**

CASH HANDLING POLICY

Any state or auxiliary employees handling change funds, petty cash funds, collections, reimbursements or advances of state funds, and any state employee handling auxiliary funds, are required to abide by the following guidelines:

- 1) All checks or money orders must have Fresno State Identification numbers recorded on the front of the documents whenever applicable.
- 2) All checks received must be made payable to the University (i.e., California State University, Fresno; or Fresno State). **Two-party checks are not acceptable.**
- 3) All checks must be “restrictively” endorsed immediately upon receipt.
- 4) All cash, checks, and money orders should be deposited daily. If checks are not deposited daily, at a minimum, deposits must be made weekly or when collections exceed \$500—whichever comes first.
- 5) All deposits and cash on hand must be kept in a safe, vault, or secured receptacle (locked box, locked bag, locked drawer) until deposit is made.
- 6) All deposits and cash on hand using receptacles must ensure that they are in a secured location and that all keys to the locked receptacle and secured location are secured themselves.

NOTE: Credit Card Charges/Receipts—all credit card charges/receipts must be processed/deposited daily.

FREQUENTLY ASKED QUESTIONS (FAQ)

The University Controller/Accounting Services Office is informing the Fresno State campus of a written cash handling policy that went into effect October 13, 2011. In addition to cash, the procedure pertains to checks, money orders and credit card charges and receipts.

We hope we can address your questions about the policy in this section of Frequently Asked Questions (FAQ).

Q. Is this a change in policy?

A. No, it is not, the procedures have previously been in place but were not formalized in policy. This should ensure consistency and accuracy with cash and deposit handling procedures across the entire campus

Q. To whom does this written policy apply?

A. Any state or auxiliary employee who handles change funds, petty cash funds, collections, reimbursements or advances of state funds. In addition, any state employee handling auxiliary funds and/or third-party funds are required to abide by these guidelines.

Q. What name should be used when writing checks or money orders?

A. All checks received must be paid to the university as “California State University, Fresno” or “Fresno State.” **Please note, two-party checks are not acceptable.**

Q. I’ve heard that all checks must be “restrictively endorsed immediately upon receipt. What does that term mean?

A. It means “For Deposit Only” must be stamped on the back of the check. If your department receives a large volume of checks, an endorsement stamp may be requested by contacting Accounting Services.

Q. How often should cash, checks and money orders be deposited?

A. Cash must be deposited daily. Checks must be deposited weekly, or whenever collections exceed \$500, whichever occurs first.

Q. How should I secure deposits and cash on hand until I can make a deposit?

A. All deposits and cash on hand must be kept in a safe, vault or secured receptacle. A “receptacle” can be a locked box, locked bag or locked drawer.

Q. If I do not have a locked vault, what other security measures must be taken?

A. You must ensure that the receptacle is in a secured location, and that **all keys** to the receptacle and location are secured and safeguarded. The key must be stored separately from the receptacle and not “hidden” in any way.

Q. What do I need to do about credit card charges and receipts?

A. All credit card charges and receipts must be processed and deposited daily.

Q. Who can I contact if I have other questions?

A. You can call Anthony R. Forestiere, University Controller, at (559) 278-6820.