**UNIVERSITY OF KENTUCKY**

**CASH HANDLING QUICK REFERENCE GUIDE AND**

**CASH HANDLING FORM**

All cash handling processes must be in accordance with [Business Procedure E-2-1 Treasury Operations Manual](http://www.uky.edu/EVPFA/Controller/files/BPM/E-2-1.pdf) and every employee who handles cash must read the business procedure in its entirety and sign this form. For quick reference, some basic guidelines are listed below.

### **Cash Handling Quick Reference**

DO:

1. Endorse checks immediately with unit name and mark for "Deposit Only".
2. Remember that cash includes not only U.S. coins and currency but also cash equivalents such as checks, money orders, travelers’ checks, credit card receipts, ACH and wire electronic transactions, foreign funds, and stamps.
3. Allow only authorized employees, Campus Police and the University-approved armored car service to deliver cash.
4. Obtain security guards at times when handling extra large sums of cash (e.g. registration payments, book sales, and other payments).
5. Provide adequate security (such as security guards, armored carriers, or two or more employees) when transferring cash to other departments or banks.
6. Close vault and safe doors when unattended.

DON'T:

1. Permit unauthorized persons in areas where cash is handled.
2. Leave cash drawers and cash registers containing cash, unattended.
3. Leave cash unattended on desk tops or counters.
4. Send cash through Campus mail or U.S. mail.
5. Count cash in view of the public.

**DEPOSITS**

DO:

1. Deposit cash daily when receipt totals exceed $500.00. More than one deposit per day is not required.
2. Deposit all cash on the last day of the week regardless of the amount.
3. Deposit all cash on the last day of the month regardless of the amount.

DON'T:

* 1. Permit cash to be left in a department overnight, weekend, or month-end without being secured.
	2. Send checks, cash or coin in the Campus mail or U.S. mail.

**CASH HANDLING FORM**

All cash handling processes must be in accordance with [Business Procedure E-2-1 Treasury Operations Manual](http://www.uky.edu/EVPFA/Controller/files/BPM/E-2-1.pdf). Non-compliance with these guidelines by an employee may result in corrective action be taken in accordance with Human Resources Policy & Procedures (HRP&P) #62:0 Corrective Action and/or HRP&P #12:0 Separation from Employment.

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Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(please print)

Employee ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and understand the above and [Business Procedure E-2-1 Treasury Operations Manual](http://www.uky.edu/EVPFA/Controller/files/BPM/E-2-1.pdf).

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 Employee Signature Date

Place original in the departmental personnel file and give copy to employee.