

Section 06.05

ACCEPTING FUNDS

Employees who are assigned to negotiate transactions where the medium of exchange include cash handling or check processing, should protect University assets by understanding the rules and guidelines for these types of transactions. It is also of the utmost importance to understand that these monies must be kept secured under lock and key at all times. The following sections will explain how to obtain temporary working funds, how to use a receipt book, how to make deposits, and how to return the temporary fund. Other topics include cash and check handling and credit card procedures.