

# Cash Handling Procedures for Campus Departments

*San José State University  
Bursar's Office*

*The purpose of cash handling procedures is to help employees with cash handling functions to better understand and perform duties in accordance with university policy as outlined in the Integrated CSU Administrative Manual (ICSUAM), policies 6200.00, 6202.00, 6320.00, 6330.00.*

*Policy and Procedure information related to Cash Handling & Deposits:*

1. California State University General Accounting (ICSUAM) policy number 6200.00, [Campus Administration of Systemwide Cash Management Policy](#)
2. California State University General Accounting (ICSUAM) policy number 6202.00, [Segregation of Cash Handling Duties](#)
3. California State University Financing, Treasury, and Risk Management (ICSUAM) policy number 6320.00, [Petty Cash Funds and Change Funds](#)
4. California State University General Accounting (ICSUAM) policy number 6330.00, [Security of Cash & Cash Equivalents](#)

# **Cash Policy of the University**

**California State University General Accounting (ICSUAM) policy number 6200.00,  
*Campus Administration of Systemwide Cash Management Policy***

The overall Cash Policy of the University is to institute controls and procedures to:



Deposit Only.” Additionally, San José State University should be identified in the endorsement. For example, the following endorsement should be placed on the back of each check:

**Pay to the order of  
WELLS FARGO BANK, N.A.**



## **Procedures for Using the Night Depository**

As of March 2021, all departments without their own cash and checks pickup location have the approval to make deposits using the Bursar's Night Depository located outside of the Student Services Building. The following procedures are followed when the departments use the night depository:

All deposits are to be supported by either a TRANSACT print out or completed [Department Deposit Cover Page](#).

Each morning, the Bursar's Office will verify the deposits, post the payments and generate a receipt. A duplicate copy of the receipt will be mailed to the originating department.

## **Placement & Control of Safe Combinations**

As a deterrent to burglary, all departments should follow these guidelines for storage of funds. SJSU will securely anchor a safe to the building, where practical, to a building's foundation.

### **Safe Requirements:**

Up to \$1,000 in a lockable receptacle.

From \$1,001 to \$2,500 in a safe.

From \$2,501 to \$25,000 in a steel-

All changes given in a transaction should be counted out to the customer.  
If an interruption occurs during the counting/change making, the process should be started again from the beginning.

## **Acknowledgement of Terms**

I have read these procedures and agree to comply with all of the items listed in this document.

Custodian of University Monies:

Department:

Title:

Phone:

Signature: