The University of Southern Mississippi

Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cash Handling Policy

Purpose: The purpose of this policy is to define and outline how university officials operating and acting under the direction of the Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_handle, receive, transport and deposit funds. Funds are collected for *[event registrations, publications, services, etc.]*

Personnel: *[Who will have access to funds and cardholder data, training required, acknowledgment of policies and procedures]*

Collection: *[Methods of acceptance – cash, check, money order, payment card]*

Handling: *[Include specific instructions for handling each form of payment. For payment cards please review the Administration and Departmental Procedures and Department Payment Card Responsibilities documents to make sure all areas related to your method(s) of acceptance are addressed]*

*Example:*

*Cash: – cash collected must be kept in a lock box or other secure location at all times*

*– cash receipt is given to customer and copy kept for daily reconciliation*

*Check: – endorsed ‘For Deposit Only’*

*– kept in secure location until deposited in Business Services*

*Payment Cards: - (must address access to cardholder data (CHD), processing and collection of CHD, storage and destruction, for each method of acceptance. How you meet the responsibilities listed in the supporting documents should be outlined in this policy or in a separate document for payment card processing only.)*

Reconciliation: *[procedures for reconciling funds collected to department records]*

Deposits: *[frequency of deposits – cash deposited daily, other tenders including online payment cards deposited at a minimum once a week, please address segregation of duties between collections and deposits]*