

**Purpose**

The purpose of this policy is to define the framework of how the University will establish and maintain control of authorizing Departments as “Cash Collection Points” for the handling of payments received by University staff, other than the Cashiers Office, and to ensure that appropriate internal controls are in place to safeguard all forms of payments and receipts.

**Authority, Responsibility, and Duties**

The University Controller is designated as the responsible person for approving and authorizing department Cash Collection Points and ensuring that appropriate internal controls and associated procedures for the handling of payments and cash receipts delivered to the University, are properly established and adhered to. Departments who request authority to handle and/or process specific types of payments and receipts within their areas of responsibility must obtain advance approval in writing from the University Controller. Once approved, the department will be designated as an authorized “Department Cash Collection Point” and must adhere to the established University policies and procedures.

**Definitions:**

**Cash Receipts:** Any form of payment to the University which may consist of cash, check, money orders, credit card or electronic funds transfer.

**Cash Collection Point:** A department or activity of the University that has been approved by the University Controller to collect and process cash receipts on behalf of the University.

**Timely Deposit:** All departments and/or activities authorized to serve as a cash collection point must deposit all receipts collected generally within one business day from receipt.

**Safeguarding Technique(s):** The practice of using two or more of the following to safeguard assets:

- a lockable safe, money bag, desk drawer, file cabinet, individual lockable office or other secured area to keep cash and receipts overnight until funds can be delivered to the Cashiers Office no later than the following business day.

**Policy Statement:**

All departments and/or activities of the University which have a need to collect cash receipts in fulfilling their departmental functions must submit a request in writing to the University Controller, justifying the department’s specific need to be an authorized collection point. This request should be accompanied by a detailed set of department operating procedures that follows the Controller’s current cash collections point outline.

The departments detailed operating procedures for processing cash receipts should include, but not be limited to:

1. The purpose/need for handling cash receipts.
2. Procedures for processing customer payments and processing NSF checks.
3. The frequency and estimated amount of collections to include making timely deposits.
4. The identification of person(s) responsible for processing, monitoring and safeguarding receipts and payments.
5. Identification of any known risks and mitigating controls.
6. Methods used to ensure integrity of deposits and safeguarding techniques.
7. Prohibiting the exchange of personal checks or other forms of payments for cash.

The University reserves the right to perform security background checks on all persons identified in handling receipts and payments on behalf of the University.

Departments granted approval to be an authorized Cash Collection Point will be notified in writing and will receive an approved/amended copy of the Department's operating procedures. The responsible staff "must" have an initial conference with the Controller or (his/her designee) to ensure that adequate controls to be used in processing cash and receipts are identified, understood and implemented. Departments should perform periodic reviews and reconciliations of transactions posted into their BANNER Accounts. Also, responsible staff must participate in all training mandated for Cash Collection Points.

Cash Collection Points will be audited, periodically, with/without notice, to ensure that the required documented procedures are current and that adequate internal controls are in place and are being enforced.

### References

University-Wide Template for Cash Collections Procedures  
VSU Policy 1700, Code of Ethics Policy  
CAPP Manual Topic 20205 - Deposits

Approved By: \_\_\_\_\_

President

Date: \_\_\_\_\_

3/23/10