2.10.4 *University Revenue Handling*

Employees who are authorized to handle university revenue are expected to handle funds appropriately, take steps to safeguard the university against loss, and follow all applicable revenue handling procedures. Revenue is considered to be any funds resulting from or relating to gifts, sponsorships, grants, payments for goods and services, or funds from any other sources, and includes but is not limited to cash, coin, currency, checks, money orders, credit cards, and electronic fund transfers.

Any department or other area that accepts revenue (except those with only casual cash collections) must be certified as a cash collection point by the Controller's Office. Such departments shall comply with the university's cash handling procedures and controls, and both the department management and the individual employees handling revenue are accountable for this compliance. Although departments with only casual cash collections (which include but are not limited to receipt of occasional gifts and non-recurring fees and sales) are not certified as cash collection points, they are expected to follow the university's cash handling procedures. Any questions regarding whether a department or other area must be certified as a cash collection point should be directed to the Controller's Office.

Any department or other area that handles credit card transactions must be certified through the Finance Office.

The use of unauthorized checking or other banking accounts by university personnel for depositing university revenue is prohibited.

All documentation relating to the handling of any revenue at the university is university property. The university may audit or review compliance with any and all cash handling procedures or other controls at any time and for any reason. An individual need not retain records for more than seven years.

For more information regarding the university's cash handling procedures and controls, please contact the Controller's Office.

(Last updated April 4, 2016)