

PREPARING BANK DEPOSITS AND TRANSPORTING CASH

To provide uniformity in accounting, all bank deposits are to be prepared as follows:

1. Each session is verified and counted separately. Cash, checks and credit card payments are counted and must balance to session total.
2. The total amount of cash and checks are to be deposited by account (general clearing, trust, associated students, cafeteria, financial aid, etc.) into sealable bank deposit bags.
3. Each deposit bag will have a deposit slip. The original is included in the sealed bank deposit bag and a copy is attached to the daily cash reconciliation sheet.
4. The sealed deposit bags for cash and checks are listed by amount and bag number on the daily courier log and signed for by the cashier's office supervisor and the armored car courier.

Transporting Cash to the Cashier's Office

Best practices dictate that cash should be handled and transported in dual custody to protect both the employee and the college from its loss.

Campus police are available to provide an escort for those transporting cash from campus locations to the Cashier's Office. Arrangements should be made in advance directly with campus police to provide this service. This is not the highest priority for the campus police and on occasion the police may not be available because of staffing issues or involvement with an evolving current situation.

Alternative options in priority order include:

1. Rescheduling with police for another time the same day.
2. Rescheduling with police for a subsequent day, if the cash can be secured at its original location. In some instances cash may be accumulated for several days before being transported to the Cashier's Office and there is a secure location where it can be stored for an additional day.
3. Partnering with another employee to serve as the escort for the cash transport.

Cash should be transported directly from its point of origin to the Cashier's Office. Cash transport should not include nonessential stops. Routine transport should vary both by time of day and route taken to minimize opportunities for robbery.

Cash should be delivered directly to the cashier unless an off hours/night drop option has been pre-arranged/is available.

The Cashier's Office should sign for transported cash on receipt.