



Cash Handling at University of Washington Tacoma

Overview and Purpose

In order to be in compliance with University of Washington and state policy, UW Tacoma Cashier's Office is aligning its cash handling policy with that set out by UW Banking and Account Operations (BA&O).

To download a PDF version of the UW policy, please [click here](#).

UW Tacoma Department Specific Internal Controls

Each department is responsible for implementing, documenting, and maintaining sufficient internal controls and procedures to comply with the requirements of this policy.

Definition

For purposes of this policy, the word “**cash**”, covers all physical monetary items such as cash, coins, checks, money orders, traveler's cheques, etc., excluding debit/credit cards.

Cash Deposits

Applies to all departments that deposit cash to University of Washington bank accounts

- **Record all cash received at the time of receipt**
 - Must keep a record of every type and amount of cash received
 - The record must be reconciled to the deposits made by the department
 - The record must record the following:
 - Date of receipt
 - Amount of receipt
 - Who sent the funds
 - Who recorded the funds received
 - What type of funds were received
- **Frequency of deposits must adhere to [SAAM 85.50.20](#)**
 - If the total amount exceeds \$500, deposit all cash by the next business day
 - If the total amount is under \$500, deposit all cash at a minimum of once per week
- **Endorse all checks with a UW endorsement stamp at the time of receipt**
 - Obtaining a UW endorsement stamp must go through uwtcash@uw.edu
 - Each department is allowed one endorsement stamp free of charge
 - Department budgets will be charged for any additional orders
- **Cash Transmittal Forms (CTs):**
 - Complete a [CT form](#) and paper clip the cash to the form.

- **Transportation of Deposits**
 - Department cash deposits are to be hand delivered to the Cashier's Office (CAR 400).
 - It is no longer allowable to place deposits in campus mail. Doing so, puts UW Tacoma at risk of being out of compliance.
 - In the event that you have a deposit exceeding \$500 and you don't have a staff member available to go to the Cashier's Office, please contact the Cashier's Office to see if someone is available to make the delivery for you.
- **Deposits that relate to Grants/Contracts (GCA) and Gifts/Donations (Advancement) must be made by the following methods:**
 - Grants and Contract Budget Deposits
 - Send all payments received to GCA via campus mail at Box 354966
 - Reference a budget number and/or eGC1 number
 - Attach all supporting documentation for the payment
 - Gifts/Donation Budget Deposits
 - Send all gifts or pledge payments to Advancement, Box 358432 (CAR 200)
 - Please include a Gift Transmittal (<https://gs.gifts.washington.edu/uwnetid/GiftTransmittal>) or response device
 - Attach supporting documentation and/or gift agreement
 - All departments are required to campus mail payments within 1 business day of receipt

Transportation of Cash

Applies to all departments that transport cash from one location to another. This includes transportation to/from UW locations, or to/from a third party such as banks and cash vault.

- **Always store cash in a sealed bag and/or locked bag when transporting cash for any purpose**
 - Keep a receipt of the cash inside the bag for accountability purposes
 - Departments can order locked bags through department supply orders
 - Locked bags can be purchased through most office supply stores
 - If the Cashier's Office will be receiving the locked bag, you must supply the Cashier's Office with a copy of the key.
- **Segregation of duties is required when transporting cash**
 - A minimum of two personnel are required to demonstrate proper accountability
 - One person should count the cash that is placed inside the bag and place the receipt inside the bag
 - This can be a 10-key tape that includes the deposit total and initials of the department staff member submitting the deposit.
 - When the bag reaches its destination, minimum of two personnel is required to open the bag and reconcile the cash to the receipt inside the bag
 - One of the two personnel can include the person transporting the cash
- **Do not leave cash unattended if transporting by vehicle**

- Do not leave the cash bag in a parked car or in checked luggage if traveling by plane/train/etc.
- Maintain physical possession of the cash bag at all times
- Responsibility for lost/stolen cash falls on the department
- **Contact Campus Safety if further assistance is required to transport cash across campus**
 - Phone: 253-692-4416
 - Email: uwtsafe@uw.edu

Storing Cash

Applies to all departments that store cash on premises.

- **Store cash in a secure and locked area at all times**
 - Restrict access to cash to as few personnel as possible
 - Keep combinations/passwords/keys to cash storage in a safe place
 - Only provide combination/passwords/keys to authorized personnel
 - A cash safe/vault is the recommended method for storing cash amounts over \$500
 - Obtain a fireproof cash safe/vault
 - Store the cash safe/vault behind a locked door
 - A cash box with security lock is sufficient for cash amounts under \$500
 - If possible, obtain a fireproof cash box with security lock
 - Place the cash box in a locked cabinet or drawer
 - Locate the locked cabinet or drawer behind locked door
 - Security cameras are highly recommended as a means of monitoring activity at any location where cash is being stored
- **Departments must establish segregation of duties in regards to accessing the cash vault/safe/box**
 - Establish custodian(s) of the cash vault/safe/box
 - Keep access to combination and/or keys to the storage unit at a minimum
 - An individual other than the custodian must reconcile the cash stored in vault/safe/box on a monthly basis
- **Never leave the cash storage vault/safe/box unattended when it is unlocked**
 - Always lock the cash storage vault/safe/box when vacating the area
 - Only access the cash storage vault/safe/box when performing a required monetary activity, for example:
 - Making change or replenishing the cash register
 - Preparing a deposit
 - Storing change or any excess cash
 - Performing a cash audit

Revised July 26, 2019