

## **Cash Operations Manual - Introduction to Cash Operations**

### **A. PURPOSE OF MANUAL**

1. The purpose of this cash operations manual is to consolidate the cash handling/cash operations policies and procedures of the University of Kentucky into one centralized, easy to use reference manual. For the purpose of this manual, the University of Kentucky includes all University departments, administrative offices, and affiliated organizations. These policies and procedures have been determined by the University to be necessary for the effective administration and control of cash handling operations throughout the University. In addition to policies and procedures, this manual contains informative notes to help employees with cash handling functions to better understand and perform their duties in accordance with University policy.
2. This manual provides a summary of the overall cash handling/cash operations procedures of the University. Individual departments must have more detailed procedures for each cash handling position.

### **B. APPLICABILITY OF MANUAL**

This manual is for the benefit of all University employees who are involved in cash handling operations, regardless of their location or organizational relationships. Employees with cash handling functions should be required to read this manual and become familiar with its contents.

### **C. CASH POLICY OF THE UNIVERSITY**

The overall cash policy of the University of Kentucky is to institute controls and procedures to:

1. Ensure the physical security of cash
2. Maximize the use of cash funds
3. Accurately record the receipt of cash to ensure the reliability of financial data.

### **D. USING THE MANUAL**

The sections of this manual are organized to first state the policy of the University and then elaborate on the procedures for implementing the policy. Where appropriate in each section, exceptions to the general policy are also mentioned. If you have any questions or problems in using this manual, you should contact the manager of the Treasury Services Department, Room 356 Peterson Service Building, (859) 257-1983.

E. UPDATING THE MANUAL

From time to time, this manual will be revised to reflect changes in University policies and procedures and to add information to help the user. As users of the manual, you are encouraged to add to or amend its contents. However, all additions, deletions, and revisions require the written approval of the Office of the Treasurer. Any manual user who identifies a need for a revision is requested to submit a written request to the Office of the Treasurer. In this request, please provide:

1. Details supporting the need for the revision.
2. A brief summary of a possible solution.