

## **Cash Operations Manual - Personnel Related Issues**

### **A. HIRING CONSIDERATIONS**

When an individual is employed in a regular full-time cash handling position, his or her employment record must be verified with any previous University department. Additionally, the employing department should request Human Resources to conduct a "police check" on the individual to determine if a criminal record exists. The nature of any criminal record must be carefully considered in deciding whether to hire a particular individual.

(Note: This procedure is in addition to any personnel policies and procedures required in the hiring of University employees.)

The Provost, Executive Vice President for Finance and Administration, Executive Vice President for Research, or the Executive Vice President for Health Affairs should determine the cash handling positions so that the positions will automatically have a "police check" with each new hire, immediately after the person is employed.

Employees in a supervisory cash handling position are expected to be above reproach in the conduct of their personal financial affairs. Any knowledge of a history of problems in this regard must be carefully considered as well.

### **B. TRAINING**

Employees who are responsible for receiving or handling cash or recording transactions involving cash must be instructed precisely as to their duties and responsibilities. It is important that instructions and policies of the University be adhered to as closely as possible so that internal controls and check points remain effective for the protection of both the University and the employee.

Each new employee should be given a period of orientation and training to include at a minimum those University policies and procedures applicable to his or her job. It is recommended that all employees, including supervisors, be required to sign the "Cash Handling Guideline" form in E-2-8-D. This form may be adjusted as necessary to fit each department's specific needs.

All employees working in cash operations should be provided with periodic training that reviews University policies and procedures as well as departmental internal procedures.

Treasury Services, in conjunction with Human Resource Development (HRD), is responsible for ensuring that cash handling training programs are conducted and that their content is in accordance with University policies and procedures. Department heads are responsible for ensuring that the employees they supervise receive the benefit of this training as well. They may call HRD at (859) 257-9555 for class scheduling information.

**C. DISMISSAL**

Employment in a cash position entails certain responsibilities and, for the protection of both the employee and University, requires strict adherence to the policies and procedures of the University of Kentucky. Accordingly, violations of cash rules and regulations will be considered a serious failure on the part of any employee and the responsible supervisor. Appropriate disciplinary action will be taken in the case of violations.

Employees are reminded that Human Resource Policy and Procedure Number 12.1.3 states that a violation of University or department rules is a disciplinary offense (misconduct) for which an employee may be separated from employment. Additionally, if a supervisor knew or should have known of a violation, the supervisor will also be subject to the same disciplinary action.

Employees who handle cash are also reminded of the Kentucky criminal code, which states that failure to make required disposition of property (including cash) is a criminal offense (K.R.S. 514.070).

**D. CASH-HANDLING GUIDELINES IN AREAS WHERE CASH IS HANDLED**

**DO:**

1. Endorse checks immediately with unit name and mark for "Deposit Only".
2. Define cash as checks, coins, currency, money orders, travelers checks, credit card receipts, and stamps.
3. Allow only authorized departmental employees, or Campus Police or a University approved armored car service to deliver cash.
4. Obtain security guards at times when extra large sums of cash are being handled (registration payments, book sales, payments).
5. Provide adequate security (such as security guards, armored carriers, or two or more employees) when transferring cash to other departments or banks.
6. Close vault and safe doors when unattended.

**DON'T:**

1. Permit unauthorized persons in area where cash is handled.
2. Leave cash drawers/cash registers containing cash, unattended.
3. Leave cash unattended on desk tops or counters.
4. Send cash through Campus or U.S. mail.
5. Count cash in view of the public.

**DAILY CASH DEPOSITS**

**DO:**

1. Deposit cash daily when receipt totals exceed \$200.00. More than one deposit per day is not required.
2. Deposit all cash on the last day of the week regardless of the amount.
3. Deposit all cash on the last day of the month regardless of the amount.

**DON'T:**

1. Permit cash to be left in a department overnight, weekend, or month-end without being secured.
2. Send checks, cash or coin in the University or U.S. mail.

**THREE PROBLEM PROCEDURES**

1. You must obtain a written request and appropriate authorization before returning payment for services to anyone. (For example, refunding registration fees.)
2. You must obtain written legal authorization before any fee is charged to anyone (i.e., check cashing).
3. You must provide a receipt for all cash received with the exception of lock-box transactions.

**NOTE:** Non-compliance with these guidelines by an employee may result in disciplinary action including separation from employment. Supervisory employees may also be strongly disciplined for subordinate's violations. Failure to dispose of cash properly, a violation of K.R.S. 514.070, is a criminal offense. See University of Kentucky Business Procedures E-2 for a full explanation of cash-handling policies.

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Employee  
Name \_\_\_\_\_ SS# \_\_\_\_\_  
(please print)

Department \_\_\_\_\_

- \* I have read the above and understand the procedures relating to the handling of cash.
- \* I further understand that there are disciplinary actions that may be taken as outlined in university policy and described in the above NOTE.

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_