



FINANCIAL SERVICES

CSU BAKERSFIELD

MEMO

TO: All Faculty & Staff
FROM: Heather Macaulay, Senior Director and Controller, Chief Accounting Officer
DATE: January 26, 2024
SUBJECT: Annual Reminder - Cash Handling Policy and Required Training

This memo serves as an annual reminder of the University and Auxiliaries' Cash Handling Policy and required training.

- Any school, department, center, program, and event involved in accepting cash and/or cash equivalents is ***required*** to seek prior approval to become authorized to conduct such functions.
- ***All cash handling locations must have a second person to verify deposits.***
- Each cash handling location is ***required*** to be trained in cash handling processes annually. Cash handling processes are the policies and procedures the campus is required to adhere to by the Chancellor's Office. Each location and/or department on campus and related auxiliaries that accepts cash or cash equivalents must understand the guidelines set in place to protect the employee and the University. ***If a school, department, center, program, or event fails to attend training, the ability to accept cash and/or cash equivalents will be revoked.***
- Re-authorization of an approved cash handling location is ***required annually or upon a change in authorized departmental cash handlers.*** Re-authorization involves the re-submission of an area's application and internal control questionnaire. The re-authorization process allows the cash handling location to communicate any major changes within the authorized location (i.e., additional security needs, new dean or manager, etc.) to Cashiering.
- Background checks are ***required*** for all employees with direct access to, and control over cash and cash equivalents in accordance with CSU Policy 12842299-Sensitive Positions and Cash Handling (Business and Finance).

The Cashiering department is in the process of updating the cash handlers training and process for obtaining authorization. If you were previously an authorized cash handler, you will receive an email from CSU Learn by February 15, 2024, to complete your training and instructions on how to submit the cash handling questionnaire and application form.

If you have any questions or concerns about this notice, please contact Amy Polston (apolston1@csub.edu or 6204) or Elizabeth Walker (ewalker17@csub.edu or 2869) in the Student Financial Services.

Financial Services

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