



SAFE LOG

Department: _____

Date: _____

The University must establish procedures to ensure the physical safety, security of campus employees, cash and cash equivalents at all times. Cash and cash equivalents should be physically protected through the use of security systems, lockable receptacles, vaults, or safes. Generally, any amount of cash that exceeds \$1,000.00 must be maintained in a vault or safe.

Amounts under \$1,000.00 should be maintained in a lockable receptacle. Cash and cash equivalents held by the main Cashiering or Satellite Cashiering Unit must not be retained in desk drawers or standard file cabinets since they are easily accessible and provide no security or safeguarding of funds.

Cash and cash equivalents must always be secured in a storage receptacle or burglarproof/ fire resistant safe. Requirements for lockable receptacles or burglarproof/ fire resistant safes to store cash and cash equivalents are below:

Amount	Storage Requirement
\$1.00-\$1,000.00	Lockable receptacle
\$1,001.00-\$2,500.00	Safe
\$2,501.00-\$25,000.00	Steel-door safe, with a door thickness of not less than 1 inch and wall thickness of not less than ½
\$25,001.00-\$250,000.00	Class TL-15 composite safe or better
\$250,001.00	Class TL-30 steel or better safe

Safe Description: _____ Location: _____

Authorized Staff/Faculty:

Employees with combination	Date Received	Date Separated
1.) _____	_____	_____
2.) _____	_____	_____
3.) _____	_____	_____
4.) _____	_____	_____

(CAMPUS POLICY- NO MORE THAN (4) EMPLOYEES CAN HAVE ACCESS TO THE SAFE COMBINATION.)

Combination Last Updated: _____

The combination/ lock must be changed and this form submitted when an authorized combo holder leaves or updated every 3 years, whichever comes first. Please return to cashiersoffice@csub.edu