

Cash Handling Guidelines for Statewide Programs

The policy for cash handling activities is contained in UC Business and Finance Bulletin BUS-49, <http://policy.ucop.edu/doc/3420337/BFB-BUS-49>. For the purposes of this guide, “cash” will refer to coin, bills and checks.

Cash received into a unit should be processed and deposited in a timely manner as follows:

1. The receiving unit should complete their local process for accepting cash, complete a [Cash Receipt Log](#) or similar document and forward the cash and log to your [Business Partner Team](#). Backup documentation for the cash should be included so that it can be attached electronically to the deposit document.
2. Your Business Partner Team will verify the amount being transferred to them and will sign the log. A photocopy of the log will be made and given to the unit for their chain of custody record.
3. When cash is received at BOC for deposit, the cash handlers will create a CashNet deposit document and will deposit the cash at the UCD Cashiers office within 2 business days.
4. Cash that has not been deposited during the day should be secured at night (up to \$1,000 in a lockable receptacle and over \$1,000 in a safe). If a unit does not have a safe, the BOC safe can be used. Please contact cash handlers before 4.30 pm for access.

Best Practices

If a unit has a bank endorsement stamp, they should stamp each check as soon as they receive it. Any checks submitted to BOC unstamped will be endorsed before they are deposited.

Ideally each unit should have designated cash handlers to whom cash is forwarded for recording and reconciliation when received. These cash handlers should be trained on their unit’s cash handling process employing chain of custody and separation of duties whenever possible before the cash is taken to BOC or deposit. Unit staff who are not designated cash handlers should not handle cash.

When transferring cash between unit staff, do not leave on a desk, in an in-box, or on a chair. Cash should always be transferred in person and should never be left unattended for any reason.

When transferring cash to the BOC for deposit, only transfer in person to a BOC designated cash handler.

If your unit requires to keep a copy of a check being deposited, the account and routing number at the bottom of the check should be redacted from the copy.

Anyone who handles cash should complete annual online Cashier Training at the UC Learning Center, <https://financeandbusiness.ucdavis.edu/finance/cashier/employee/cashier-training#enrollment>