



CALIFORNIA STATE UNIVERSITY, STANISLAUS

FINANCIAL SERVICES

Department Procedures for Cash Donations at Events

Campus departments or organizations may, on occasion, collect cash donations in support of their program. At these times departments must follow appropriate procedures to safeguard and protect any cash collected.

1. Cash should be collected in locked containers, if possible, accessible only to authorized campus personnel.
2. Cash collected must be promptly counted and verified by at least two authorized personnel, preferably campus employees (not students or non-employees). A log signed by individuals verifying cash collected must be maintained listing the amount collected, day and time, event, and date cash transmitted to Main Cashiers.
3. Cash collected must be kept in a safe or other secure locked storage until delivered to Main Cashiers. Access to safe or other locked storage must be restricted to authorized personnel and limited to as few individuals as possible.
4. Cash must be transmitted to Main Cashiers the same day or the next business day using secure locking bags.
5. If cash in excess of \$500 is being transmitted, contact University Police for escort.
6. Transmitted cash must be accompanied by the Transfer Receipt form STD 440 (in triplicate) when deposit is delivered to Main Cashiers. One copy to be retained by Department (transferor), one copy to be retained by Cashiers (transferee), and one copy to be provided to Financial Services. Form is available on line at:
<http://www.documents.dgs.ca.gov/osp/pdf/std440.pdf>
7. Transfer Receipt Form must indicate cashier code (or accounting chart-string) to be used to receipt the deposit.
8. Main Cashiers will issue a receipt to be used by department to verify amount transmitted as shown in department's log and as posted to their revenue account.