



The University Corporation
Research, Investments and Commercial Services
California State University, Northridge

Procedure Number: AC009

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John Griffin, Chief Financial Officer

Title: Procedure for changing safe combinations – TUC Administration

Statement

This procedure is established to address the issue of changing combinations for the safes utilized by The University Corporation - Administration. The Associate Director Accounting is responsible for maintaining and controlling the safe combinations. The Associate Director Accounting is responsible for determining which employees need to have access to the safes and maintaining a list of said employees. All personnel of The University Corporation - Administration are expected to follow the procedure as detailed herein.

Purpose

To provide The University Corporation with a procedure to follow when Administrative personnel with access to safe combinations terminate their employment with the Corporation.

Procedure

1. A University Corporation employee with safe access terminates their employment with the Corporation:

The Associate Director Accounting will initiate a service call to a local locksmith to request the safe combinations be changed. After the safe combinations have been changed the Associate Director Accounting will communicate the new combinations to the appropriate personnel.

2. A new list of employees with access to the safe is created.