



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

Procedure Number: AC009a

Original Date: January 5, 2004  
Reviewed June 22, 2012

  
John Griffin, Chief Financial Officer

Title: Accounting office safe

Statement:

This procedure is established to set forth the hours that the safe in the TUC accounting office file room will be unlocked.

Purpose

To provide The University Corporation staff with the hours that the safe in the file room will be accessible.

Procedure

1. The safe in the file room will be open the following hours on business days:
  - 8:00 a.m. to 8:30 a.m.
  - 11:30 a.m. to Noon
  - 4:00 p.m. to 5:00 p.m.
2. Staff will need to plan accordingly during the balance of the workday. The safe can be opened during the workday for special needs so long as it is secured as soon as items have been placed inside or removed.

# Memorandum

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To: TUC Staff  
From: Teresa Loren  
Date: 10/26/2009  
Re: Safe

In order to comply with observations of the Chancellor's Office Auditor's, effective January 5, 2004 the safe will be open only during the following hours:

8:00 a.m. to 8:30 a.m.

11:30 a.m. to Noon

4:00 p.m. to 4:45 p.m.

Please plan accordingly so that the safe can remain secured during the balance of the workday. The safe can be opened during the workday for special needs, so long as it is secured as soon as items have been placed inside or removed.

Should you have any questions or concerns please feel free to discuss them with me. Your cooperation is greatly appreciated.