

Procedure Number: AC009

Original Date: January 5, 2004
Last Revised: December 20, 2022


Lih Wu, Chief Financial Officer

Title: **Accounting Safes & Securing of Items**

Statement:

This policy is to outline the process of securing checks, cash and valuable items at The University Corporation (TUC). It also addresses the access to the safe combination code.

The Associate Director of Accounting is responsible for determining which employees have access to each safe and also maintaining a list of these employees.

Purpose

Cash, checks, and other items in the accounting department should be secured when not currently being worked on. The safe combination code will need to be changed immediately in some situations.

Procedure

There are two safes at TUC: one in the File Room and another one in the Accounting department. Checks that are not currently being worked on and/or not designated for pending pickup should be secured in the File Room Safe. At the end of the day, all checks should be secured in the File Room Safe. Cash or cash equivalent items (gift cards, P-cards, etc.) should be secured in the Accounting Safe.

Following are the staff that have access to the Safe combination codes:

1. File Room Safe
 - AP & Payroll Manager
 - Accounting Technician (One designated)
 - Associate Director Accounting
 - Associate Director of Facilities & Operations
2. Accounting Safe:
 - Associate Director Accounting
 - AP & Payroll Manager

Any time the Corporation and/or Associate Director of Accounting determines an employee with safe access will no longer need that access (i.e. termination, change in position, etc.), the access should be changed:

1. The Associate Director of Accounting will notify the Associate Director of Facilities & Operations
2. The Associate Director of Facilities & Operations will initiate a service call to a local locksmith (P.P.M.) to request the safe combinations be changed.
3. After the safe combinations have been changed, the Associate Director of Accounting will communicate the new combinations to the appropriate personnel.
4. A new list of employees with access to the safe is created.
5. Any documents which include the list of employees with safe access should be updated.