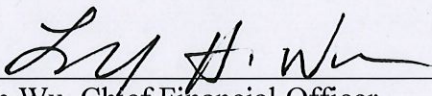




The University Corporation  
Research, Investments and Commercial Services California  
State University, Northridge

Procedure Number: AC043

Date: November 21, 2013  
Last Revised: December 1, 2022

  
Lih Wu, Chief Financial Officer

**Title: Counterfeit Currency Procedure**

**Statement**

This procedure is established to document the handling of counterfeit currency.

**Purpose**

To provide The University Corporation, (TUC), with a procedure for reporting the receipt of counterfeit currency to the proper authorities on campus.

**Procedure**

When the Accounting Technician identifies that counterfeit currency has been included in a unit's deposit, they will complete the following steps:

1. Limit the handling of the note. Place the counterfeit currency in an envelope.
2. E-mail the appropriate Associate Director of Accounting describing the type of currency, the date and the amount of the deposit containing the counterfeit.
3. Notify Campus Police to pick up the counterfeit note.
4. Once a police report has been filed, Accounting will turn documentation provided by Police Services including the case number to the Associate Director of Accounting for filing.

If Front Desk staff receives counterfeit currency, they should alert Accounting department immediately (who will then follow the steps above).

**Detecting Counterfeit Money – Tips from the U.S. Secret Service**

- Screen cash transactions for counterfeit currency
- Become more familiar with U.S. currency
- Compare a suspect note with a genuine note of the same denomination and series, paying attention to the quality of printing and paper
- Look for differences, not similarities





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

<https://www.secretservice.gov/sites/default/files/reports/2020-12/KnowYourMoney.pdf>

In addition to reporting to the appropriate authorities and department personnel, the U.S. Secret Service recommends if you receive a counterfeit:

- Do not return it to the passer.
- Delay the passer if possible.
- Observe the passer's description, as well as that of any companions, and the license plate numbers of any vehicles used (if observed).