Procedure Number: AC043

Date: November 21, 2013

Title: Procedure for handling counterfeit currency.

Statement

This procedure is established to document the steps taken when counterfeit currency is discovered.

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 Cash Room Technician identifies that counterfeit currency has been included in a unit’s deposit(s) he will complete the following steps:

1. Place the counterfeit currency in an envelope.

2. E-mail the appropriate Associate Director of Commercial Services and the Unit Manager, with a CC: to the Chief Financial Officer and the Assoc. Director of Accounting describing the type of currency, the date and the amount of the deposit containing the counterfeit.

3. Notify Campus Police by phone to pick up the counterfeit note.

4. Once a police report has been filed, cash room personnel will turn the documentation provided by Police Services including the case number to the Assoc. Director of Accounting for filing.