



Business Matters @ Sac State

Topic: Cash Management Procedures Update

DATE: 10/30/2019

TO: Campus Business Partners, Administrative Council, Deans, Associate Deans, Department Chairs, Directors, and Managers

FROM: Gina Curry, Associate Vice President, Financial Services
Elena Larson, University Bursar
Caryl Vickers-Harper, Associate Bursar and University Cashier

The University Cash Management Procedures have been revised in response to updated Chancellor's Office Cash Handling policy/procedures.

Highlights of the changes to the Cash Management Procedures include but are not limited to:

- Consolidated Cash Handling Procedure
- Annual Compliance Review
- Independent Change Fund Counts
- Verification, Processing and Documentation of Deposits
- Transportation and Physical Security Standards

For more information, and to access to the updated procedure, please review the link below:

<https://www.csus.edu/umannual/admin/adm-0113.html>

Contact Information:

If you have any questions or concerns about this notice, please contact Caryl Vickers-Harper, Associate Bursar and University Cashier, vickersca@csus.edu 278-6559.

Financial Services and Budget Planning & Administration

Administration and Business Affairs Families

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