

# CASH HANDLING PROCEDURE (HANDBOOK)

*May 8, 2024*



**Oregon State**  
University



## REMINDERS/PURPOSE OF HANDBOOK

- Providing guidelines for the proper management of monies for any employees responsible for receiving, handling, and safeguarding cash and cash equivalents.
- Because OSU is created by the state, we must comply with most state regulations and Oregon Public Funds Laws apply to us.
- Guidelines are in place to help protect both State monies, but also employees charged with cash handling.



## UPDATES TO HANDBOOK (TO BE PUBLISHED)

- Separated the policy driven content to build a standalone and dedicated staff resource intended to be a quick (go-to) reference.
- Simplified and condensed certain technical terms so topics are easier to navigate and find.
- Provided clearer definitions / glossary of terms for types of “monies”.
- Reprioritized format based on most common inquiries and requests.



## **FUTURE CASH HANDLING POLICY CREATION**

- Policy Stewards & Delegates have been identified and selected to participate in a series of reviews and recommendations for policy changes and creation.
- Committee training sessions occurred in April with scheduled meetings to begin throughout May and beyond.
- Creation of a formal Cash Handling Policy has been identified to be a part of this review and will be available/posted accordingly.



## TARGETED TRAINING SESSIONS

- Our next step is to identify and partner with teams responsible for cash/cash handling and schedule future training dates as needed.
- Training sessions anticipated to be offered in person and at the requestor's location (whenever possible).
- Departments also encouraged to contact Treasury Operations – Cashiers directly to coordinate participation in any upcoming staff meetings to help address any cash related training needs.



## RESOURCES AND CONTACTS

Additional information and resources can be located on the Controller's Unit – Treasury Operations webpage

<https://fa.oregonstate.edu/controllers-unit/treasury-operations>

### *Who are my contacts?*

- Kendra Buford – Kendra.Buford@oregonstate.edu
- Treasury Operations – Cashiers.office@oregonstate.edu

The image features a dense field of 3D question marks. Most are dark grey and recede into the background, creating a sense of depth. In the center, a single question mark is rendered in a bright orange color, standing out prominently. Overlaid on this orange question mark is the word "Questions?" in a clean, white, sans-serif font. The lighting is dramatic, with highlights on the top surfaces of the question marks and deep shadows in the recesses, emphasizing their three-dimensional form.

**Questions?**