Cash Handling Guidelines

Verification of cash/checks
- Ensure checks are payable to Saint Louis University.
- Verify the written amount on check agrees with the numerical amount.
- Do not accept stale dated or post dated checks.
- Receipt number of deposit must be recorded on the top right corner of the check.
- All checks must be restrictively endorsed with a “For Deposit Only” stamp immediately upon receipt. If you do not have a stamp, please contact Joann Grant in the Cashier’s office at 977-2399 or grantjm@slu.edu. Please make sure your stamp includes the following:
  
  For Deposit Only
  Saint Louis University
  US Bank Acct #XXXXXXXXXXX

Deposit Documentation
- Receipt (web deposit or DOF form) attached to cash/checks/credit card batch receipts.
- Cash and checks may be combined on one receipt.
- Prepare a separate receipt for credit card transactions.
- Calculator tape totaling checks deposited.
- Bundle currency with a rubber band - every 25 bills of the same denomination.
- Roll coins in correct denomination wrappers.

Timeliness of deposits
- Deposits greater than $50 should be submitted to the Cashier’s office within 24 hours of receipt.
- Deposits must be made to the Cashier’s at least weekly regardless of amount of deposit.

Security and Safekeeping
- All deposits should be submitted to the Cashier’s office via lock bag or hand delivered in a tamper proof bag.
- All cash, checks and credit card documents should be stored in a secure location.
- Access to keys and combinations to secure storage should be limited to designated personnel only and a list should be maintained of those individuals and their respective access.
- Do not send checks or cash through interoffice mail.
- Contact Public Safety if an escort is needed for deposits made to the Cashier’s office.

Segregation of Duties
- Ensure proper segregation of duties are followed in your office. The following duties should be performed by different employees:
  - Recording of the charges/billing
  - Receiving the cash and preparing the deposit
  - Reconciliation of the billing system/banner monthly statements
  - Management oversight

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