

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
- Workday AHBT 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 the Treasurer’s Office sludeposits@slu.edu. Please make sure your stamp includes the following:

For Deposit Only
Saint Louis University

Deposit Documentation

- Receipt (AHBT) attached to cash/checks/credit card batch receipts

Timeliness of deposits

- Deposits greater than \$50 should be submitted to US Bank within 24 hours of receipt.
- Deposits must be made to the Bank at least weekly regardless of amount of deposit.

Security and Safekeeping

- All deposits should be either hand delivered to US Bank or in a tamper proof bag via Public Safety. All cash, checks and credit card documents should be stored in a secure location, e.g. safe, locked cabinet.
- 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 access.
- Do not send checks or cash through interoffice mail.
- Contact Public Safety if an escort is needed for deposits made to the Bank . Public Safety is to be used only for departments with large deposits or over \$500 in cash.

Segregation of Duties

- Ensure proper segregation of duties is 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