



## Cash Handling Policy

- 1) It is essential to the institution that procedures be in place to safeguard Dixie Tech cash and cash equivalents. Dual controls shall be implemented in cash handling and fund disbursement to reduce opportunity for fraudulent acts. It is imperative that these procedures be followed. Any cash collection point may be subject to audit by the Cashier, Finance Office, and/or Independent Auditors.
- 2) Unless circumstances make it impossible or highly impractical, all cash should be collected at the Cashier's office.
  - a) The office must comply with Dixie Tech accounting and audit procedures, as established by the Vice President of Administrative Services.
  - b) Other cash collection points must be authorized by the Vice President of Administrative Services and comply with the same procedures. These additional cash collection points are to deposit their collected funds at the Cashier's office on a daily basis.
- 3) The Cashier's office will not cash checks of any kind. However, the cashier may distribute qualified petty cash reimbursements from the designated petty cash fund.
- 4) Cash drawers must be balanced with funds accounted for before the close of the business day.
- 5) Collected funds must be deposited into the Dixie Tech bank account daily, if practicable, but no later than once every three banking days. Funds to be deposited shall be stored in the safe. If the sum of collected cash reaches \$5,000, it is to be deposited immediately.
  - a) When bank deposits are prepared, the funds should be accounted for in the presence of at least two Dixie Tech employees. Lockable deposit bags will be obtained and used to transport funds to the bank. The bag must be locked in the presence of at least two Dixie Tech employees. No funds except Petty Cash and cash in the drawer sufficient for making change should be held overnight.
  - b) A receipt must be provided to each person or entity making a payment to Dixie Tech or any of its departments, programs, or divisions. The receipt shall be issued at the time of collection.
- 6) Petty Cash
  - a) A check will be issued that, when cashed, becomes the Petty Cash fund.
  - b) The petty cash will be kept in a locked box separate from the cashier's till in the Finance/Cashier's Office during business hours and locked in the safe afterward.
  - c) The sum of currency, coin and receipts must always equal the authorized

- petty cash fund amount.
- d) When petty cash is used a Petty Cash slip must be completely filled out and signed by the custodian of the fund and attached to receipt.
  - e) Petty cash purchases should not exceed \$100.
  - f) When the petty cash supply has diminished, the cashier may get it replenished by completing and submitting a request along with copies of all receipts and Petty Cash slips to the Finance Officer. A check will be issued to replenish the fund with the next A/P run.
  - g) Petty cash must be safeguarded, disbursed and accounted for properly. Willful misuse or abuse may result in serious disciplinary action up to the point of dismissal.

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