
UCLA Policy 361: Cash Handling Safety and Security

Issuing Officer: Associate Vice Chancellor, Corporate Financial Services/Controller

Responsible Dept: Payment Solutions and Compliance

Effective Date: May 22, 2013

Supersedes: UCLA Policy 361, dated 06/1/2010

I. REFERENCES

II. PURPOSE

III. DEFINITIONS

IV. STATEMENT

I. REFERENCES

1. UC Business & Finance Bulletin BUS-49, Policy for Cash and Cash Equivalents Received;
2. UCLA Policy 360, Internal Control Guidelines for Campus Departments.

II. PURPOSE

UC Business & Finance Bulletin (BFB) BUS-49 establishes the minimum requirements related to the handling and processing of Cash and Cash equivalents to ensure that these assets are protected, accurately processed, and properly reported. Each campus is expected to adhere to these minimum requirements and establish local implementing procedures accordingly. In addition, UCLA is committed to ensuring that those engaged in the handling and transporting of Cash are protected and that associated risks are minimized. This policy covers basic practices for the campus for the safe and secure handling and transporting of Cash and cash-like assets by authorized individuals and units.

III. DEFINITIONS

For the purposes of this Policy, the following definitions shall apply:

Armed Escort means UC Police officer or professional armed security guard who accompanies any person engaged in Cash handling activity.

Armored Courier Service Provider means an authorized University provider, who transports deposits to the cash vault, and provides cash to Main Cashiering Stations as needed.

Campus Cashier Coordinator means the Director of Business and Finance Services, who is responsible for coordinating all UCLA cashiering operations, including those of ASUCLA.

Cash means checks, currency, coin, credit/debit card recordings, bank notes, bullion, traveler's checks, registered checks and money orders.

Main Cashiering Station means a designated location to which authorized operating Cash funds are issued, and from which Cash collections are deposited directly to any bank.

Sub-cashiering Station means a designated location from which Cash collections are deposited to a Main Cashiering Station.

IV. STATEMENT

All departments, units or other entities engaged in any form of Cash handling activity are expected to comply with the provisions of BUS-49, Policy for Cash and Cash Equivalents Received and UCLA Policy 360, Internal Control Guidelines for Campus Departments. In addition, staff involved with Cash handling for

UCLA is required to adhere to the following procedures which complement the provisions of BUS-49 concerned with Cash handling safety and security.

1. There shall be no nighttime transport of Cash without prior approval. When a nighttime (dusk to dawn, Monday through Friday) transport is necessary, the cash will be picked up by an Armored Courier Service Provider or delivered to an appropriate cashiering station by an authorized Cash handler who is accompanied by an Armored Courier Service Provider or Armed Escort.
2. Nighttime or weekend (Friday dusk to Monday dawn) deposits of Cash remaining at a Cash handling site shall be safeguarded in compliance with BUS-49 and the UCLA Safe Requirements document available at <http://map.ais.ucla.edu/go/1004926>.
3. Daytime (dawn to dusk, Monday through Friday) Cash collections or deposits shall be safeguarded in compliance with BUS-49 and the UCLA Safe Requirements document available at <http://map.ais.ucla.edu/go/1004926>.
4. Transport of Cash from Sub-cashiering Stations to or from a Main Cashiering Station shall be by an Armored Courier Service Provider or Armed Escort.
5. Transport of Cash from Main Cashiering Stations to a Los Angeles central Cash vault or branch bank shall be by an Armored Courier Service Provider.
6. It is prohibited to transport Cash from Main Cashiering or Sub-cashiering Stations to any location outside of UCLA property without an Armored Courier Service Provider.
7. All Main and Sub-cashiering Stations are subject to periodic site surveys or visits in order to evaluate the adequacy and effectiveness of the physical security of each station. This may include, assessing how to increase the safety of the Cash handlers therein.

Based on results of the site surveys, the Campus Cashier Coordinator shall specify the provisions for appropriate upgrading of cashiering sites including, but not limited to, anchored safes, bullet-proof glass, alarms and/or emergency communication equipment such as two-way radios or cellular phones.

Department staff with responsibility for Cash handling operations shall ensure that all required safety provisions are implemented for their respective Cash handling sites.

8. Public notices that declare the presence of security provisions and lack of Cash accessibility shall be displayed at cashiering stations and other Cash handling sites where applicable (e.g., signs proclaiming the presence of alarms, that the safe cannot be opened by employees, that Cash is not collected at the gates of certain public events, etc.).

Any deviation from the related provisions of BUS-49 and UCLA Policy 360 or this Policy must be approved in advance by the Campus Cashier Coordinator and shall be documented. Departments, in consultation with the Campus Cashiering Coordinator, may adopt more stringent safety measures as appropriate for their area.

Issuing Officer

Allison Baird-James
Associate Vice Chancellor, Corporate Financial
Services/Controller

**Questions concerning this policy or procedure should be referred to
the Responsible Department listed at the top of this document.**
