

# BSU Cash Handling Procedures

## For Clubs and Organizations

- MNSCU Board Policy 7.5 requires that all monies received by the college or university totaling \$250 or more shall be deposited daily. Since this policy refers to the entire institution and not just a single department, club, or organization; that means all money needs to be deposited with cashiers on a daily basis. Money should NOT be held by individuals or any office for more than one business day, even if a safe is available.
- If you are unable to make it to the cashier's office during business hours, money should be placed in envelope and dropped in night depository slot (North door) of cashier's office on second floor of Deputy Hall. If you include instructions in or on the envelope indicating the account number and object code for the deposit, the cashiers will make the deposit the following morning. Please include your name or department so receipt can be mailed to you once deposit is done. If you want to be contacted before money is deposited make sure you make a note where you can be reached.
- Checks must be deposited immediately. It is not acceptable to hold customer checks.
- Compliance with these procedures is mandatory for all BSU functions.
- If you have questions about any of these policies or procedures please contact the business office at BSU.

03/26/2013

Marilyn Lanners/Cashier Supervisor