

SAFE OVERSIGHT POLICIES/PROCEDURES

It is the policy of the Associated Students to maintain a secure location in each area where cash, credit card or other cash-like proceeds are collected and stored overnight or other documents, etc. where secure storage is imperative. In those areas, a full-time staff member is assigned as the “primary” individual responsible for SAFE security. This individual shall be referred to as the “Safe Liaison.” Their responsibilities are outlined below:

1. Combinations:

- a. Safe combinations are issued only to individuals who have an operational need to access safe contents. Although it is not always possible to have a single individual with access, the list must be kept to a minimum. The combination should be maintained in a secure location and never provided to any other individual. The Safe Liaison shall ensure all holders of the combination are notified of this policy and all names of combination holders are promptly reported to the Vault Cashier.
- b. Safe Combinations are to be changed at least annually as well as each time a staff member with access to the combination leaves A.S. employment. The Safe Liaison is responsible for providing the new combination in a sealed envelope to the Vault Cashier as soon as the combination is changed.
- c. The A.S. Vault Cashier is responsible for contacting the vendor when a safe combination needs changing and for providing the A.S. Business Office with the new combination in a sealed envelope which will be kept in the safe in the Business Office.
- d. The Safe Liaison is responsible for notifying the Vault Cashier when a staff member leaves and the combination must be changed prior to the annually scheduled time.

2. Safe Contents:

- a. The Controller maintains a list of all categories of contents to be maintained in each safe. (e.g. Petty Cash fund with limit of \$500; Daily Deposit for current/previous day.)
- b. The Safe Liaison is responsible for reporting in writing any change in categories of Safe Contents to the Controller.

3. Safe Access:

- a. For locations where there is more than one individual with access to the safe, an access log shall be maintained each time an individual opens the safe.

4. Audits:

- a. It is the responsibility of the Vault Cashier to audit each safe location on at least an annual basis and report discrepancies in the safe contents .

I have read and agree to comply with the procedures outlined above:

Name (Printed)

Department

Signature

Date