

Bloustein School - Cash Handling

Bloustein School Center Directors:

The Office of Treasury Operations distributed a memorandum regarding *Cash Handling Procedures and Credit Card Information* in November 2012 – see attached. As you will see this memo provides very detailed information to further define the university’s Cash Handling policy that can be found in the University Policy Library Section 40.2.8 - also attached.

Please have any individual in your area responsible for checks, cash, credit card information, and gift cards review the attached material, complete the signature page (page 10 of the attached Treasury Operations memo) and forward the original to Treasury Operations at ASB – room 306 on the Busch Campus, and also provide a copy to my office so that we may retain it in the school’s personnel files. For any individual who has already submitted to Treasury Operations the completed “signature page,” please send a copy to my office. It is important to ensure that any individual new to cash handling do the same at the time they begin such responsibility.

So that you are aware, a fire-proof safe must be used to store cash until it can be deposited or dispersed. Likewise, because gift cards are as good as cash, they should also be stored in a safe; gift cards should not be stored in desk drawers or file cabinets. For those of you without direct access to a fire-proof safe, Business Services has recently purchased one large enough to support the school and can provide secure storage. As a reminder to your staff, Business Services has the required cash handling tamper proof deposit bags that are required for all cash deposits and mailed check deposits.

Should you or your staff have any questions in this or any regard, require the use of the safe, or need tamper proof deposit bags, please do not hesitate to contact me at 848/932-2734, Frances Loeser at 848/932-2736, or Keri Alvia 848/932-2737. For your convenience, business staff in your area have been copied.

Many thanks,
Sharon

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CashHandlingPolicy_40.2.8

<http://policies.rutgers.edu/PDF/Section40/40.2.8-current.pdf>

TreasuryOper_CashHandlingMemo_Nov2012

<http://postaward.rutgers.edu/Cash Handling Memo.doc>
