

CASH HANDLING HANDBOOK

August 9, 2023

REMINDERS/PURPOSE OF HANDBOOK:

- Providing guidelines for the proper management of monies for any employees responsible for receiving, handling, and safeguarding cash and cash equivalents.
- Build employee understanding of their accountability for all monies which are the property of the State.
- Guidelines are in place to help protect both State monies, but also employees charged with cash handling.

CHANGES AHEAD

- Separating policy driven content in order to have a dedicated staff resource intended to be a quick (go-to) reference.
- Simplify and condense certain technical terms so topics will be easier to navigate and find.
- Reprioritize format based on most common inquiries and requests.
- Posting FAQ onto the website as an additional resource.

WHERE ARE MY RESOURCES?

- <https://fa.oregonstate.edu/controllers-unit/treasury-operations>

Pro Tip: Treasury Operations is always willing to assist and be a resource. Be proactive proactive and don't wait until challenges arise. Ask questions early and consult with with cashiers prior to implementing changes.

WE APPRECIATE YOUR FEEDBACK

- What are your pain points?
- What improvements would you like to see incorporated?
- Input on existing challenges is essential in order to make improvements, build efficiencies and maintain consistency.

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WHO ARE MY CONTACTS?

- Kendra Buford – Kendra.Buford@oregonstate.edu
- Treasury Operations – Cashiers.office@oregonstate.edu

A large pile of US dollar bills, including \$1 and \$100 bills, is scattered across the frame. The bills are in various orientations, some showing the front and some the back. A large black circle is centered on the left side of the image, containing the text "THANK YOU FOR YOUR TIME TODAY!" in white, bold, uppercase letters. The background is a dense, overlapping collection of these bills, creating a textured, financial theme.

**THANK YOU FOR
YOUR TIME
TODAY!**