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 and don’t wait until challenges arise. Ask questions early and consult 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.
WHO ARE MY CONTACTS?

- Kendra Buford – Kendra.Buford@oregonstate.edu
- Treasury Operations – Cashiers.office@oregonstate.edu
THANK YOU FOR YOUR TIME TODAY!