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.

- Because OSU is created by the state, we must comply with most state regulations and Oregon Public Funds Laws apply to us.

- Guidelines are in place to help protect both State monies, but also employees charged with cash handling.
Updates to Handbook (To be Published)

- Separated the policy driven content to build a standalone and dedicated staff resource intended to be a quick (go-to) reference.

- Simplified and condensed certain technical terms so topics are easier to navigate and find.

- Provided clearer definitions / glossary of terms for types of “monies”.

- Reprioritized format based on most common inquiries and requests.
FUTURE CASH HANDLING POLICY CREATION

- Policy Stewards & Delegates have been identified and selected to participate in a series of reviews and recommendations for policy changes and creation.

- Committee training sessions occurred in April with scheduled meetings to begin throughout May and beyond.

- Creation of a formal Cash Handling Policy has been identified to be a part of this review and will be available/posted accordingly.
TARGETED TRAINING SESSIONS

- Our next step is to identify and partner with teams responsible for cash/cash handling and schedule future training dates as needed.

- Training sessions anticipated to be offered in person and at the requestor’s location (whenever possible).

- Departments also encouraged to contact Treasury Operations – Cashiers directly to coordinate participation in any upcoming staff meetings to help address any cash related training needs.
RESOURCES AND CONTACTS

Additional information and resources can be located on the Controller’s Unit – Treasury Operations webpage

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

Who are my contacts?

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