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<b>POLICY:</b>	<b>CASH HANDLING POLICY</b>
<b>EFFECTIVE DATE:</b>	<b>APRIL 12, 2004</b>
<b>REVISED DATE:</b>	<b>March 4, 2025</b>
<b>APPROVAL DATE:</b>	<b>March 5, 2025</b>

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## **DEFINITIONS**

### **Deposit:**

Funds to be placed in designated account

### **Expenditure Request Form (ERF):**

ASI form is used to document requests for payment or reimbursement.

### **Financial Statements:**

Written records that convey the business activities and the financial performance of the organization.

### **Reconciliation/Reconcile:**

The process of ensuring that two sets of records (usually the balances or figures of two accounts) agree.

## **PURPOSE**

The purpose of this policy is to ensure the secure collection and verification of timely deposits, and reconciliation to the Associated Students, Inc. of California State University San Marcos (herein called ASI) financial statements.

## **POLICY**

- I. ASI follows California State University San Marcos (CSUSM) cash handling policies as outlined in related documents listed below.

## **PROCEDURE**

### **I. ASI Checks**

1. ASI checks to be deposited following CSUSM Cash Handling policies and timelines. Per CSUSM Cash handling policy, we cannot keep checks in the office no more than 5 business days. Checks that have not been picked up or deposited after the 5<sup>th</sup> business day must be taken to the Cashier's Office.
2. Only individuals who have taken the cash handling training and are authorized as custodians can take deposits to the Cashier's office.

3. All checks received by ASI for deposit are stamped and endorsed by an ASI custodian. Deposit form along with the endorsed check are submitted to the CSUSM Cashier's Office for processing. Separation of duties must be maintained when completing a deposit form, at least two persons must sign the form along with the approval of the ASI Executive Director or designee.

## RELATED DOCUMENTS

- I. CSUSM University Cash Handling Policy  
[https://www.csusm.edu/policies/active/documents/university\\_cash\\_handling.html](https://www.csusm.edu/policies/active/documents/university_cash_handling.html)
- II. CSUSM Cash Handling Procedures  
[https://www.csusm.edu/sfs/documents/cash\\_handling\\_procedures.pdf](https://www.csusm.edu/sfs/documents/cash_handling_procedures.pdf)
- III. CSU Campus Administration of System Wide Cash Management Policy  
<https://calstate.policystat.com/policy/8542863/latest/>
- IV. Sensitive Positions and Cash Handling  
<https://calstate.policystat.com/policy/6606953/latest/>
- V. Segregation of Cash Handling Duties  
<https://calstate.policystat.com/policy/6606839/latest/>
- VI. Acceptance of Cash and Cash Equivalents  
<https://calstate.policystat.com/policy/8666121/latest/>
- VII. Physical Protection of Cash and Cash Equivalents  
<https://calstate.policystat.com/policy/8666121/latest/>
- VIII. Debit/Credit Card Payment Policy  
<https://calstate.policystat.com/policy/8670322/latest/>
- IX. Returned Receipts  
<https://calstate.policystat.com/policy/7487106/latest/>
- X. Bank Reconciliations  
<https://calstate.policystat.com/policy/8543148/latest/>