CSUSM Cash Handling Update

9/27/2022

What's Changed?

New & Improved Cash Handling Oversight

20XX

Dedicated resource assigned to facilitation of all things cash handling

Main priority to ensure compliance with CSU and state guidelines

Will request/retrieve updated documentation and approvals, assist in training efforts, and perform unannounced cashiering audits

Patty Hanks

Cashiering Specialist

phanks@csusm.edu

760-750-4556

How Can You Help?

How Can Cash Handling Sites Help?

Up-to-Date Documentation

- If you're handling cash or negotiables, you must have approvals and authorized to do so

- Custodian changes (arriving and leaving)

- Transact (CashNet) access (new and expiring)

- Annual renewals (completed by June 1st each year)

Compliance

- Have a cash handling SME on staff

- Receive initial training from SFS; provide supplemental training thereafter

- Approving authority or SME: monitor cash handling processes

- Reach out to Patty Hanks with questions

- Timely follow-up to requests and/or audit findings

How Can SFS Help?

How SFS Helps Cash Handling Sites

Training & Advisement

- SFS provides cash handling training for new cash handling sites, but can also provide supplemental training upon request

- Cashiering Specialist (Patty Hanks) available for guidance and advisement

SFS Website

- Contains all university cash handling policies and procedures

- All forms are digital/adobe sign, and accessed via SFS website

- How-To documentation included for all adobe sign forms

- https://www.csusm.edu/sfs/policies/staff/university_cash_handling.html

Quick Overview: Adobe sign Forms

Request to Establish Form

SFS Website

From the SFS Website, in the Cash Handling section, click the 'Request to Establish' link

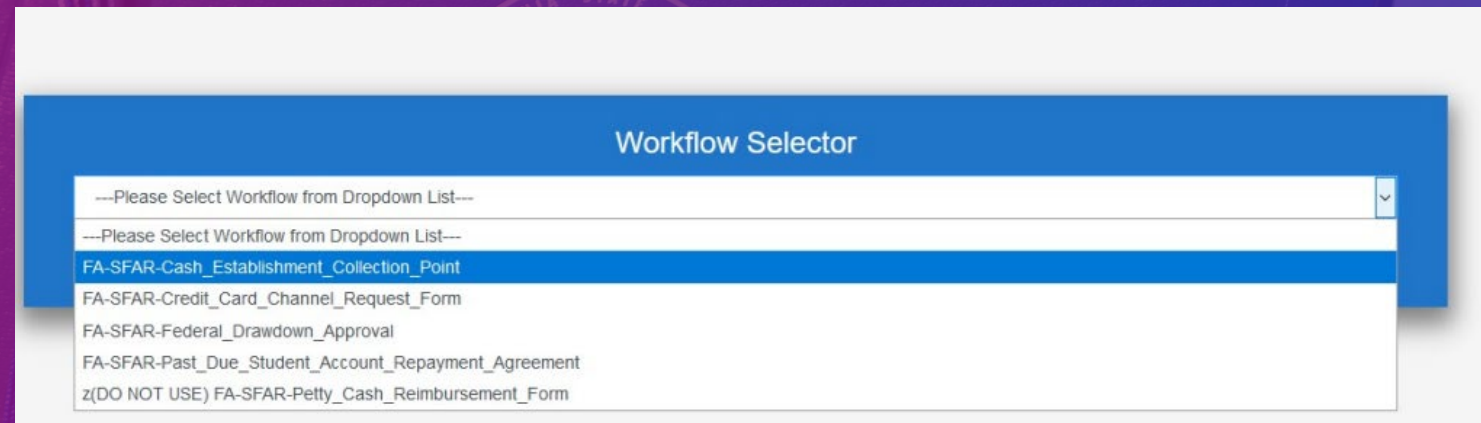### How to Establish or Maintain a Cash Collection Site

Departments wishing to establish themselves as a cash collection site must first receive authorization from the university's CFO or their designee. Departments can receive authorization by reviewing the current campus Cash Handling Procedures and then completing and submitting the Request to Establish/Maintain Cashiering Collection Point form (Select: FA-SFAR-Cash_Establishment_Collection_Point).

Managers overseeing approved cash collection sites must resubmit and update all relevant information (including any changes to approved custodians, frequency of collections, etc.) to Student Financial Services no later than June 1st to maintain approval from the university's CFO or their designee to collect cash, checks, and credit/debit cards for each new fiscal year beginning July 1st and ending June 30th. Managers at approved cash collection sites can resubmit via the Request to Establish/Maintain Cashiering Collection Point form (Select: FA-SFAR-Cash_Establishment_Collection_Point).

Request to Establish Form

SFS Website

In the Workflow Selector, click the cash establishment collection point option

Workflow Selector

---Please Select Workflow from Dropdown List---

---Please Select Workflow from Dropdown List---
FA-SFAR-Cash_Establishment_Collection_Point
FA-SFAR-Credit_Card_Channel_Request_Form
FA-SFAR-Federal_Drawdown_Approval
FA-SFAR-Past_Due_Student_Account_Repayment_Agreement
z(DO NOT USE) FA-SFAR-Petty_Cash_Reimbursement_Form

Request to Establish Form

SFS Website

In the form, enter the MPP email address who is the approving authority for the cash collection site and each custodian's email address

Instructions

1. Please edit the [Name] manually in the 'Document Name' below.

2. Fill in the email for each signing role listed below.

3. Signers will receive an email inviting them to sign this document.

Top portion of form

MPP (Fill Form)

Enter Recipient's Email

Email address of MPP who is approving/overseeing cash collection site

Custodian 1 (required)

Enter Recipient's Email

Custodian's email address (individual who will handle/process cash)

Custodian 2 (optional)

Enter Recipient's Email

Custodian 3 (optional)

Enter Recipient's Email
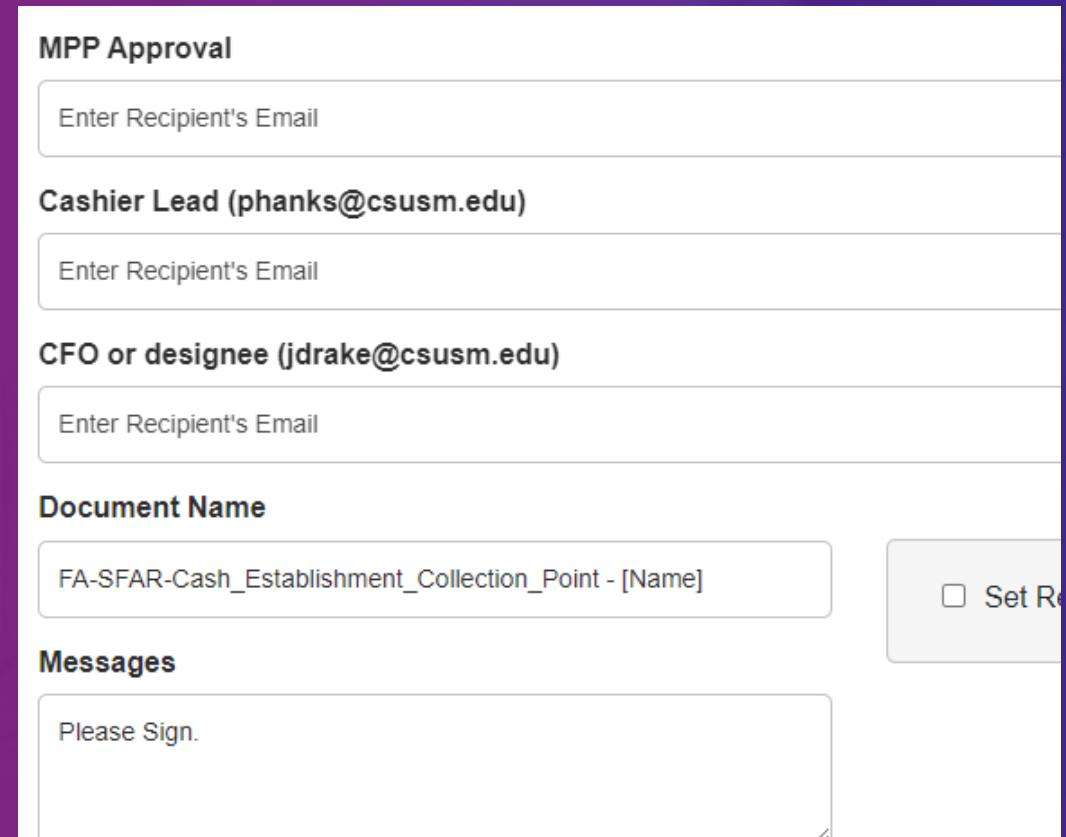
Request to Establish Form

SFS Website

At the bottom of the form, add the MPP email address a second time, as well as the cashiering specialist and CFO/designee email addresses

MPP Approval

Enter Recipient's Email

Cashier Lead (phanks@csusm.edu)

Enter Recipient's Email

CFO or designee (jdrake@csusm.edu)

Enter Recipient's Email

Document Name

FA-SFAR-Cash_Establishment_Collection_Point - [Name]

☐ Set R

Messages

Please Sign.

Request to Establish Form

SFS Website

Before hitting the 'submit' button, you must add the names of any custodians you listed earlier in the form

Messages

Please Sign.

Files

Document	FA-SFAR-Cash_Establishment_Collection_Point

Fields

Custodian 1 Name	
Custodian 2 Name	
Custodian 3 Name	

Request to Establish Form

SFS Website

After submitting the form, the form will be routed to the Approving Authority, who will answer questions and approve, which will route to all appropriate parties thereafter

California State University
SAN MARCOS

REQUEST TO ESTABLISH/MAINTAIN CASHIERING COLLECTION POINT

Instructions : Submit this form to Student Financial Services no later than June 1st each year to obtain approval from the Chief Financial Officer to collect cash, checks, and credit cards for each new fiscal year beginning July 1st and ending June 30th.

Section A (General Information)

Type of Request: New   Effective for Fiscal year: FY21/22

Department Name: Student Financial Services

Cashiering Collection Point Name: Darci Lang

Management Personnel Person (MPP) Overseeing Cash Collection Site: Nasrin DeCoux

Segregation of Cash Handling Duties (ICSUAM 6202.00)		Yes	No (explain)
1.	Are segregation of duties setup to ensure that individuals who handle or have access to cash, checks, or credit card information do not: • Have access to approve or post journal entries? • Follow-up with accounts receivable collections? • Have the ability to process refunds, authorize or make adjustments to a customer's accounts receivable balance?	☑	
2.	Is each cashier assigned a unique User ID, login, and password not accessible by, or shared with other individuals?	☑	
3.	Is each cashier provided with a cash register drawer, a cash drawer insert, or other secure cash receptacle to which only the cashier has access?	☑	
4.	Are cashiers locking all cash and cash equivalents in a drawer or receptacle whenever leaving the immediate area?	☑	

SFS Web Resources

SFS Web Resources

Cash Handling Procedures

Departments and individuals who handle cash or process credit/debit cards must review and remain aware of current campus procedures related to cash handling.

Procedure	Description
Accounts Receivable Management Procedures	Management of accounts receivable, including safeguarding, collection, and debt write-offs.
Cash Handling Procedures	Accepting, depositing, and safekeeping of cash and cash equivalents.
Credit/Debit Card Acceptance Procedures	Acceptance of credit/debit cards, including PCI data standards.
Petty Cash/Change Fund Procedures	Reimbursement of small-dollar university-related expenses when use of procurement card is not possible.

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Help with Completing Request to Establish/Maintain Cashiering Collection Point Form

Questions?

THANK YOU!

2022